

**Qualified Medical Child Support Order (QMCSO)**

A Qualified Medical Child Support Order (QMCSO) requires the employer group health plan to extend health coverage to a child of an eligible participant. A QMCSO can be in the form of either a Medical Child Support Order or a National Medical Support Notice (NMSN). The term QMCSO is used to represent both types of court orders throughout this Job Aid.

When a Qualified Medical Child Support Order (QMCSO) is received by an agency it is the responsibility of the Benefit Administrator (BA) to process the QMCSO in Cardinal.

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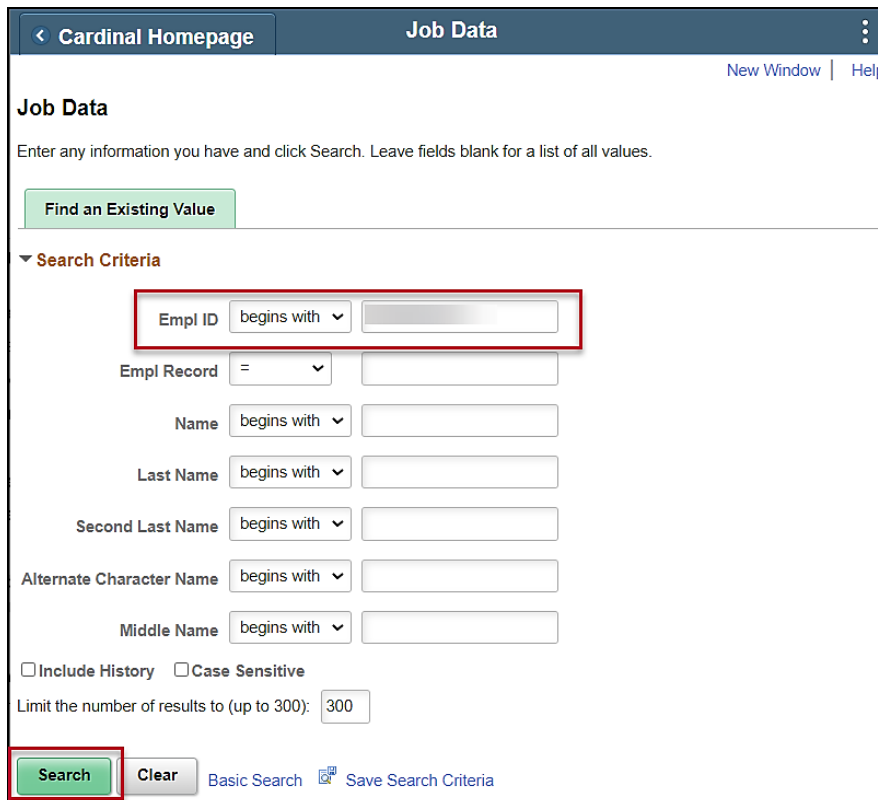
## Getting Started

The QMCSO is sent by the court to the Agency outside of Cardinal. Prior to entering a QMCSO, the Benefits Administrator (BA) must first review the QMCSO to determine if it meets the necessary legal requirements. Questions regarding the validity of court orders should be directed to the Office of Health Benefits (OHB).

1. Navigate to the **Job Data** page to review the employee's status using the following path:

**Navigator > Workforce Administration > Job Information > Job Data**

The **Job Data** Search page displays.



Cardinal Homepage Job Data

New Window | Help

### Job Data

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Empl ID begins with

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Case Sensitive

Limit the number of results to (up to 300):

Search Clear Basic Search Save Search Criteria

2. Enter the employee's **Empl ID**.
3. Click the **Search** button.



The employee's **Job Data** page displays.

The screenshot shows the 'Cardinal Job Data' page. The 'Work Location' tab is selected. The page displays employee information: Empl ID [redacted], Employee [redacted], and Empl Record 0. The 'Work Location Details' section shows a table with the following data:

Effective Date	Effective Sequence	HR Status	Payroll Status	Action	Reason	Job Indicator
04/24/2021	0	Active	Active	Data Change	Conversion	Primary Job

The 'HR Status' and 'Payroll Status' are both 'Active', which is highlighted by a red box in the original image. Below the table, there is a 'Go To Row' button. The 'Position Number' is CJS00314, and the 'Sex Asslt & Int Part Viol Coord' is 'Current'. The 'Position Entry Date' is 01/02/2019, and there is a checkbox for 'Position Management Record'. The 'Regulatory Region' is USA, and the 'Company' is CJS. The 'Business Unit' is 14000, and the 'Department' is 10330. The 'Department Entry Date' is 07/25/2017, and the 'Location' is CENTR. The 'Establishment ID' is DCJS, and the 'Date Created' is 06/24/2021.

4. Verify the employee is active in HR and active in Payroll.  
If the individual is not an active employee, return the QMCSO to the court, following agency procedures.
5. Notify the participant of the QMCSO, following agency procedures.

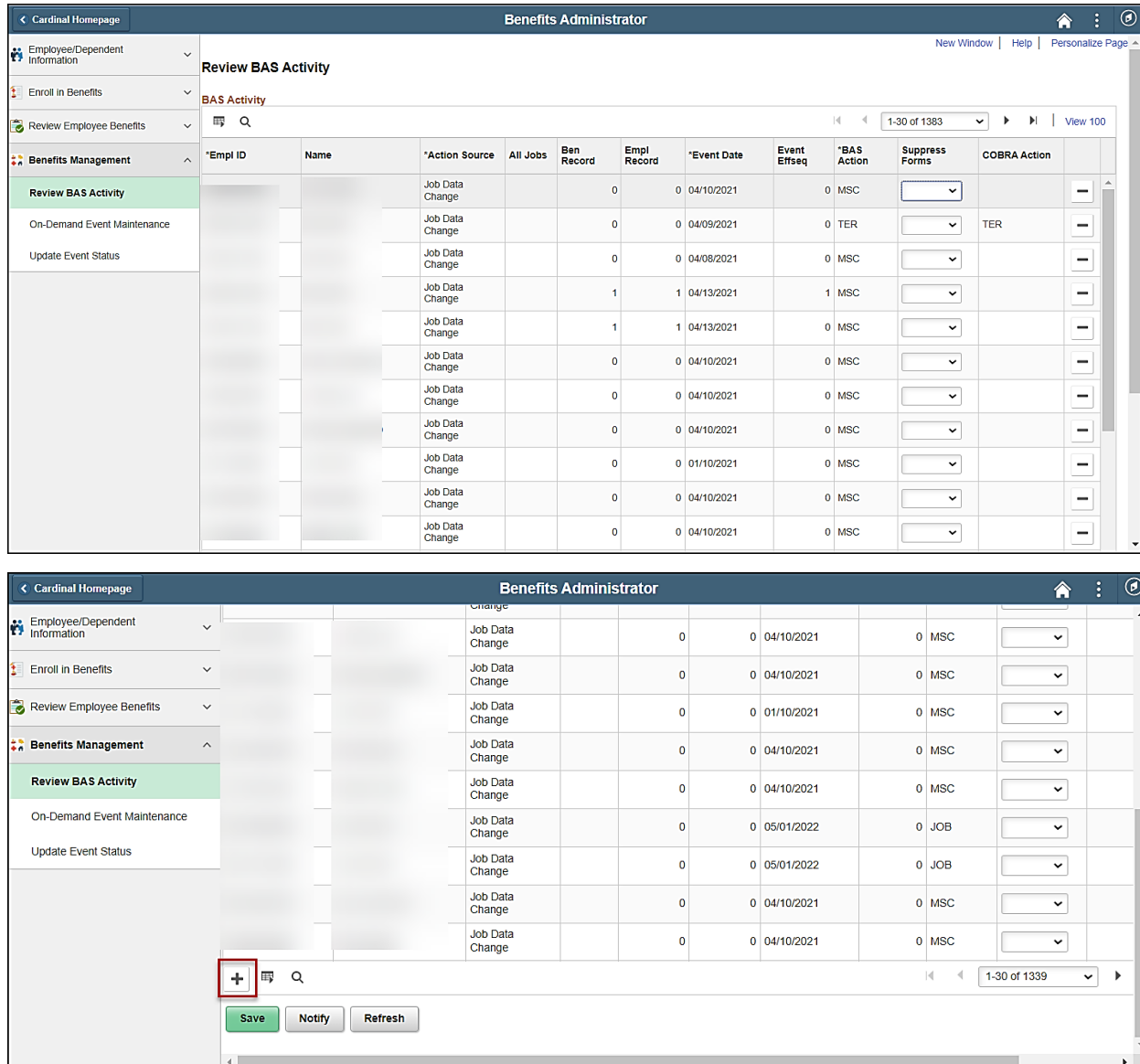
## Manually Add the QMCSO Event

When a Qualified Medical Child Support Order (QMCSO) is received by an agency it is the responsibility of the Benefit Administrator (BA) to process the QMCSO in Cardinal.

- Navigate to the **Review BAS Activity** Page using the following path:

**Cardinal Homepage > Benefits Administrator tile > Benefits Management > Review BAS Activity**

The **Review BAS Activity** page displays.

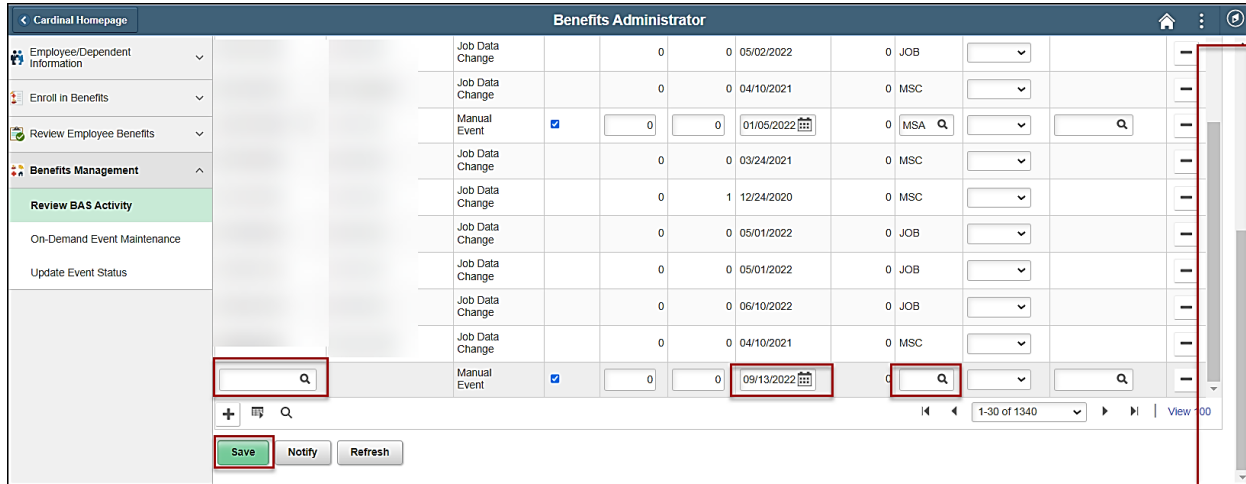


The screenshot shows the 'Review BAS Activity' page in the Cardinal system. The page has a sidebar with navigation options: Employee/Dependent Information, Enroll in Benefits, Review Employee Benefits, and Benefits Management. The 'Benefits Management' section is expanded, showing 'Review BAS Activity', 'On-Demand Event Maintenance', and 'Update Event Status'. The main content area displays a table of BAS activities. The table has the following columns: Empl ID, Name, Action Source, All Jobs, Ben Record, Empl Record, Event Date, Event Effseq, BAS Action, Suppress Forms, and COBRA Action. The table contains several rows of data, including Job Data Change events. At the bottom of the table, there is a red box highlighting the 'Add a Row' icon (+). Below the table are buttons for Save, Notify, and Refresh.

- Click the **Add a Row** icon (+) at the bottom of the page to add a new row.

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A new row displays. This page may contain two scroll bars. Make sure to scroll all the way down on both scroll bars to view the new row.



Job Data Change											
Job Data Change		0	0	05/02/2022	0	JOB					
Job Data Change		0	0	04/10/2021	0	MSC					
Manual Event	<input checked="" type="checkbox"/>	0	0	01/05/2022	0	MSA					
Job Data Change		0	0	03/24/2021	0	MSC					
Job Data Change		0	1	12/24/2020	0	MSC					
Job Data Change		0	0	05/01/2022	0	JOB					
Job Data Change		0	0	05/01/2022	0	JOB					
Job Data Change		0	0	06/10/2022	0	JOB					
Job Data Change		0	0	04/10/2021	0	MSC					
Manual Event	<input checked="" type="checkbox"/>	0	0	09/13/2022	0						

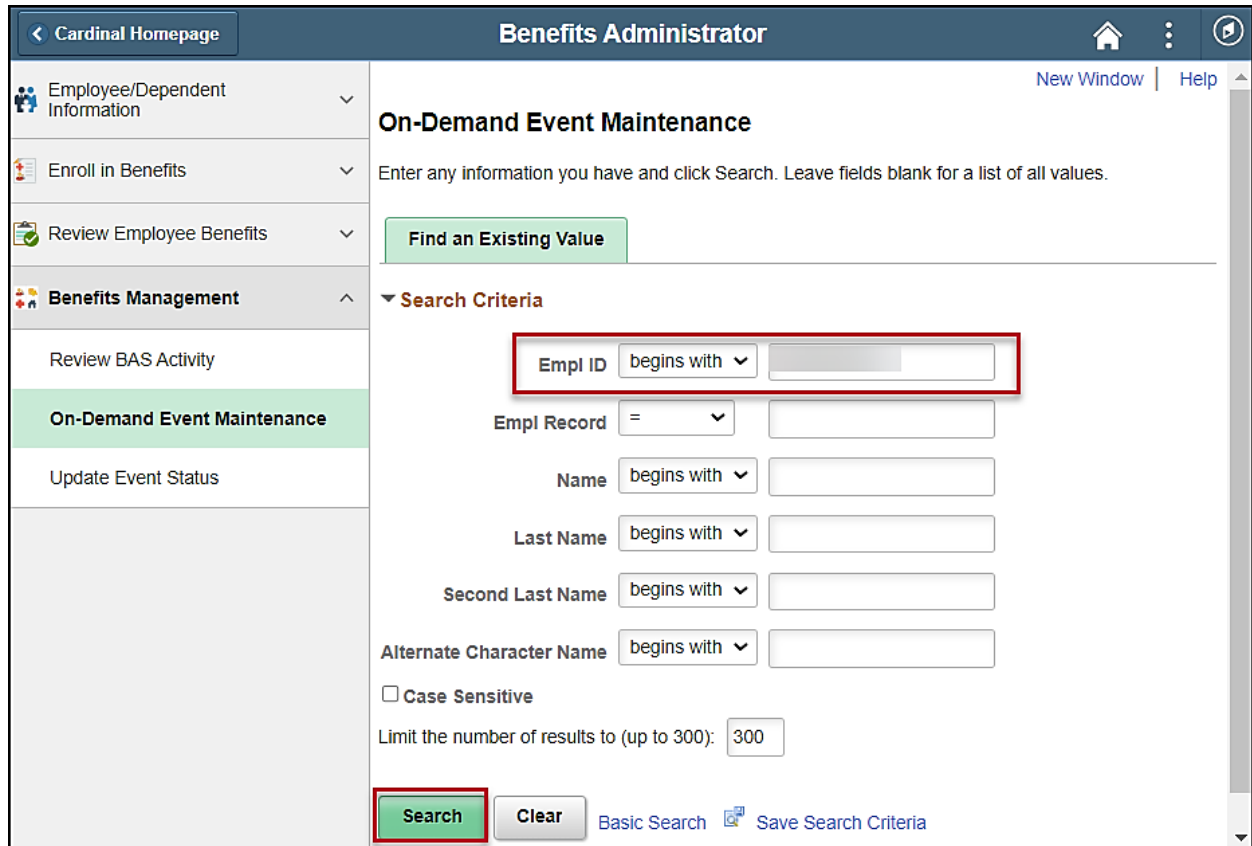
8. Enter the employee's **Empl ID**.
9. Enter the **Effective Date**.  
**Note:** The Effective Date defaults to the system date.
10. Enter **MSA** (Medical Support Order – Add) or **MSR** (Medical Support Order – Remove) in the **BAS Action** field.
11. Click the **Save** button.

## Update Dependent Data

12. Navigate to the **On-Demand Event Maintenance** page using the following path:

**Cardinal Homepage > Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance**

The **On-Demand Event Maintenance** Search Criteria page displays.

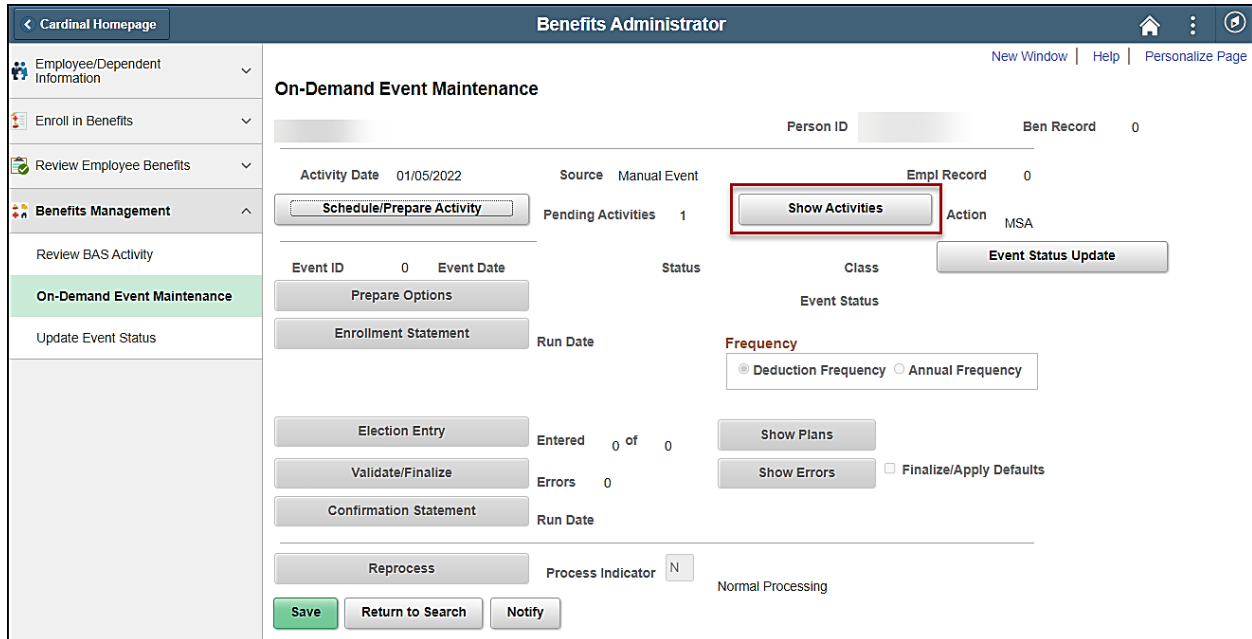


The screenshot shows the 'On-Demand Event Maintenance' page within the 'Benefits Administrator' application. The left sidebar contains a navigation menu with the following items: 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management' (expanded), 'Review BAS Activity', 'On-Demand Event Maintenance' (highlighted), and 'Update Event Status'. The main content area is titled 'On-Demand Event Maintenance' and includes a 'Find an Existing Value' button. Below this is the 'Search Criteria' section, which contains several search fields: 'Empl ID' (with a 'begins with' dropdown and a red box around it), 'Empl Record' (with an '=' dropdown), 'Name' (with a 'begins with' dropdown), 'Last Name' (with a 'begins with' dropdown), 'Second Last Name' (with a 'begins with' dropdown), and 'Alternate Character Name' (with a 'begins with' dropdown). There is also a 'Case Sensitive' checkbox and a 'Limit the number of results to (up to 300):' field set to '300'. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'.

13. Enter the employee's **Empl ID**.

14. Click the **Search** button.

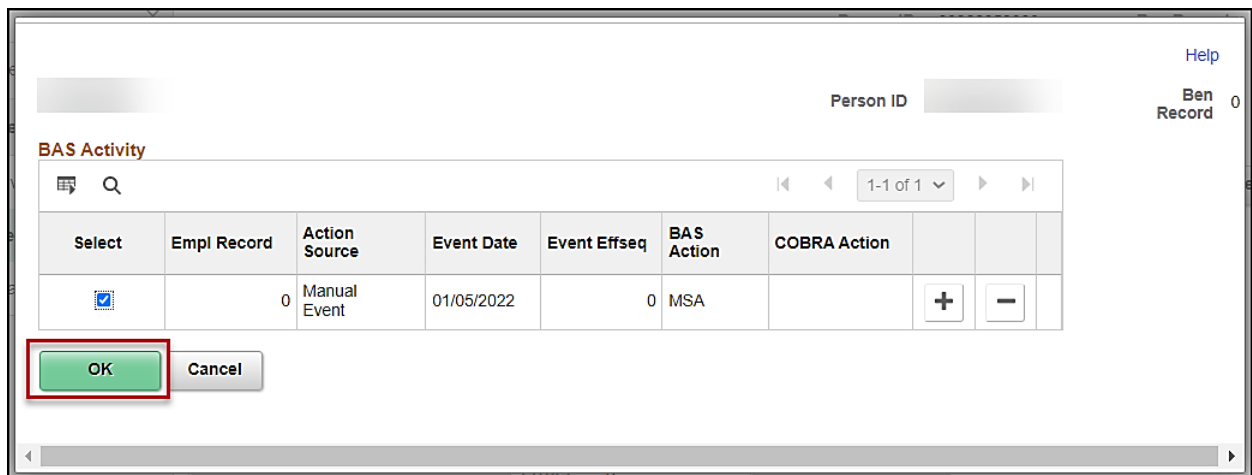
The **On-Demand Event Maintenance** page displays.



**Note:** If there is a delay between creating the event on the Review BAS Activity page and navigating to the On-Demand Event Maintenance page, the Benefits Administration process may have run, which would schedule the activity for you. In this case, skip to Step 18.

15. Click the **Show Activities** button.

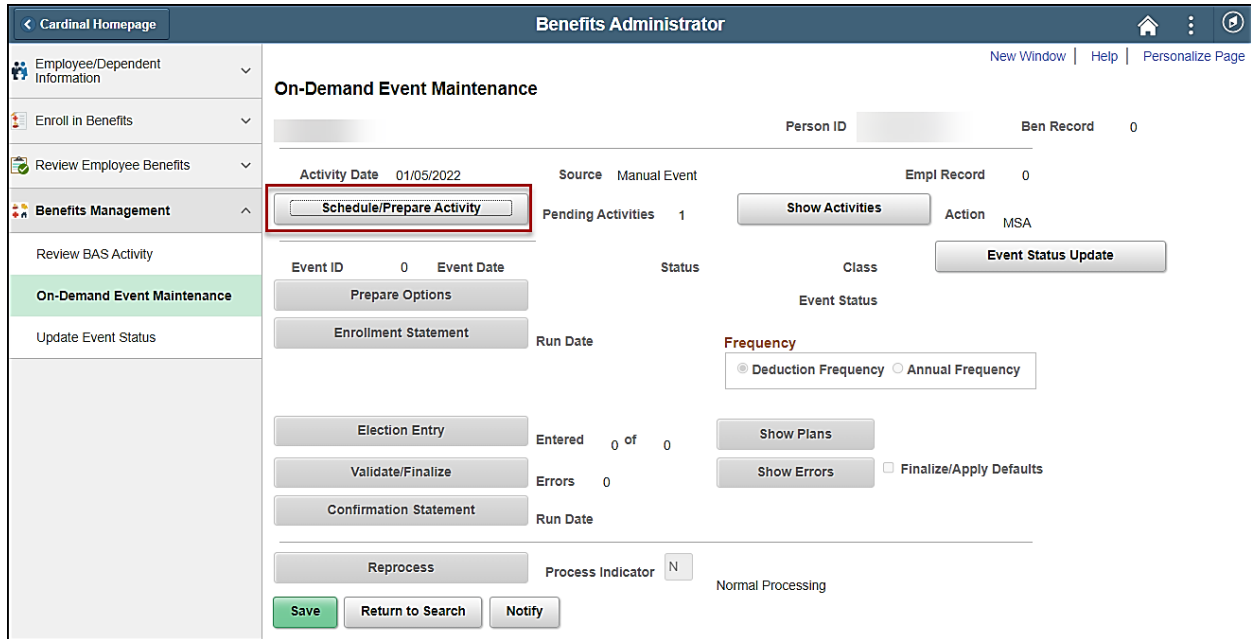
The **BAS Activity** table displays in a pop-up window.



16. Confirm the MSA Manual Event is selected.

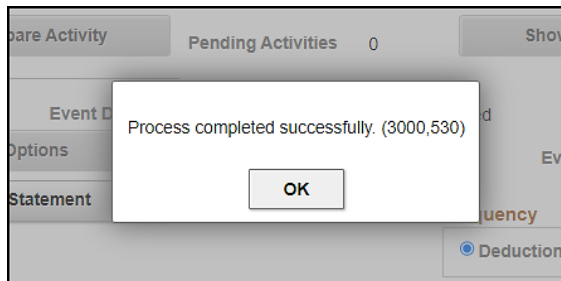
17. Click the **OK** button.

The **On-Demand Event Maintenance** page returns.



- Click the **Schedule/Prepare Activity** button to initiate the automated process that schedules and prepares the pending activity and opens election entry for the event.

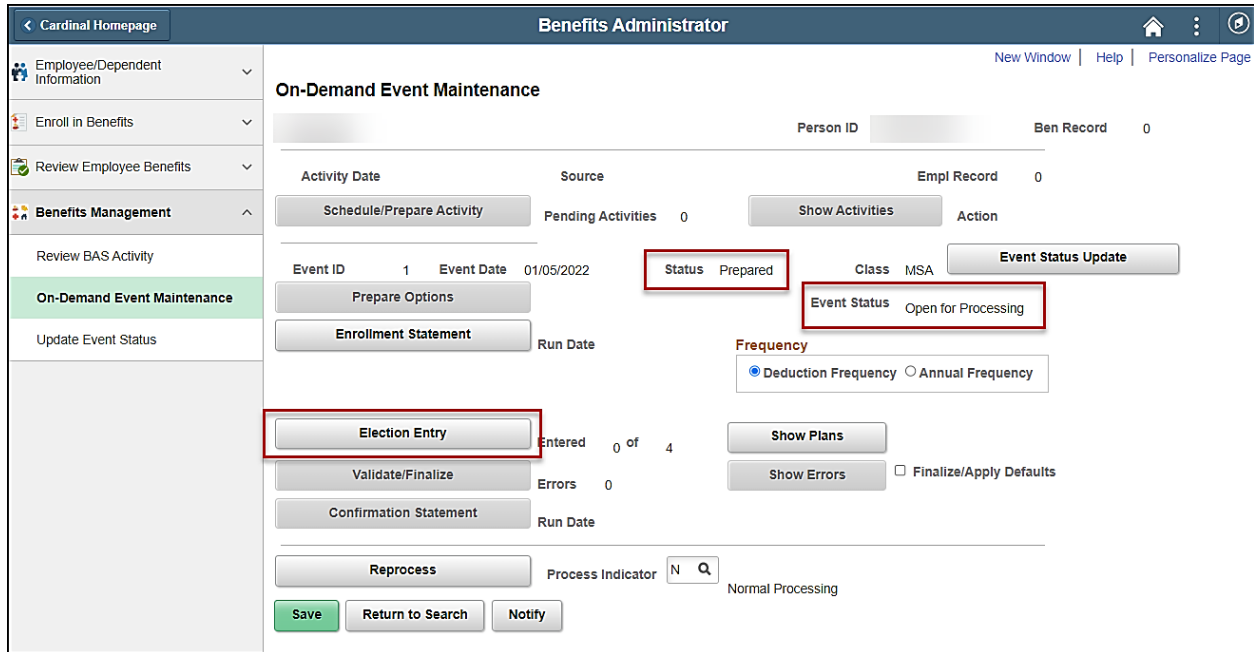
The page refreshes and saves. A process completed message displays in a pop-up window.



- Click the **OK** button.



The **On-Demand Event Maintenance** page returns.



20. Confirm the **Status** is “Prepared:” and the **Event Status** is “Open for Processing”.
21. Click on the **Election Entry** button to open the Benefit Administration Election pages.



The **BenAdmin Data Entry** page displays.

**BenAdmin Data Entry**

Event / Participant Selection | **Option Election** | **Dependents / Beneficiaries**

Sched ID EM00 Empl ID Ben Record 0 Event ID 1  
Event Data 01/05/2022 Medical Support Order - Add Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options 1 of 4

Plan Type 10 : Medical

Option Code H4 COVA Cr+Exp Den+Vision&Hrng (ACC4) (Family)  
Health Provider ID Previously Seen Special Requirements

Dependents/Beneficiaries

Enroll All

ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01		Spouse		<input type="checkbox"/>	Spouse	<input type="checkbox"/>
02		Child		<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>
03		Child		<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

22. Click the **Dependents/Beneficiaries** tab.



The **BenAdmin Data Entry** page displays.

BenAdmin Data Entry

Help

Event / Participant Selection

Option Election

Dependents / Beneficiaries

Schedule ID

EM00

Employee ID

Event ID

1

Event Data

01/05/2022

Medical Support Order - Add

Benefit Record

0

Excess Credit Rollover To

Forfeit Excess Credits

Dependent/Beneficiaries Currently on Record

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
	Spouse	Approved Dependent	10/01/1973
	Child	Approved Dependent	08/01/2008
	Child	Approved Dependent	03/01/2004

Change/Add Dependent Data

Elections Requiring Supplemental Information

10	Medical	<a href="#">Enroll Dependents</a>
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OK

Cancel

Apply

Refresh

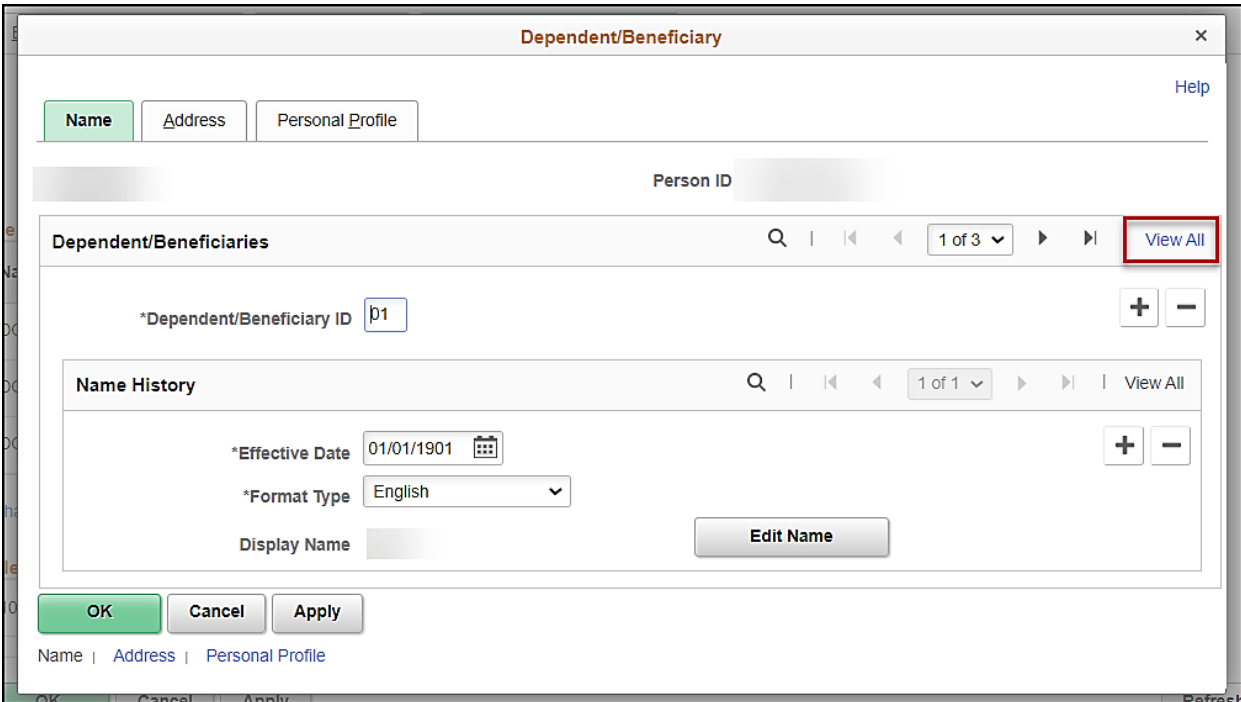
Event / Participant Selection

Option Election

Dependents / Beneficiaries

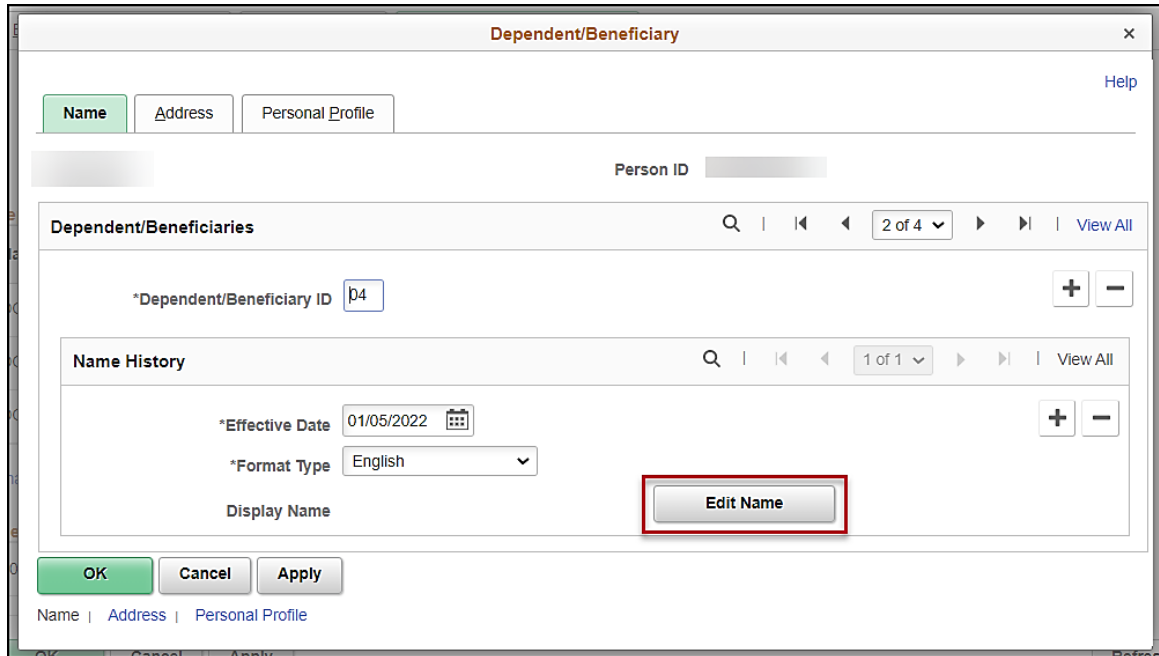
23. Click the **Change/Add Dependent Data** link.

The **Dependent** page displays in a pop-up window.



24. Click the **View All** link to identify if the child is already listed as a dependent.  
If the child is already listed as a dependent, skip to Step 29.
25. Click the **Add a Row** icon to add a new dependent, if there are no dependents already listed skip to the next step.

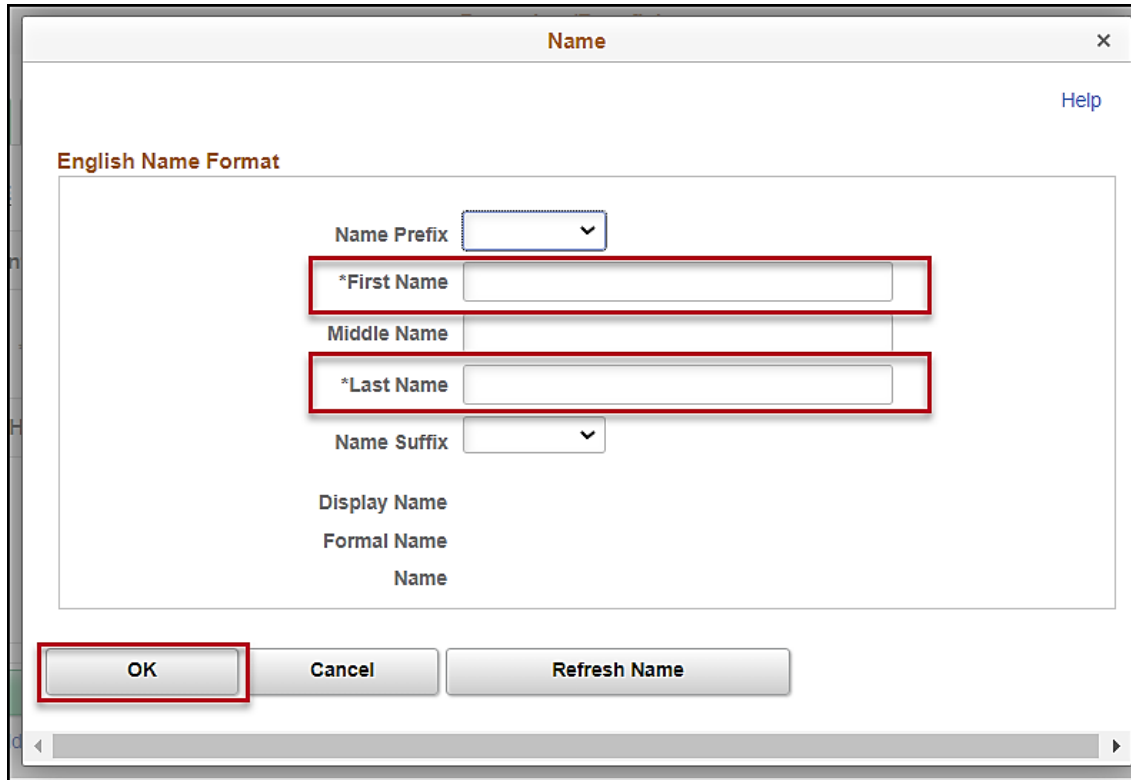
The new dependent row displays.



**Note:** Confirm that the effective date of the Dependent/Beneficiary is on or before the Event Date. Otherwise, the dependent will not display when they employee is trying to select the dependent for coverage on the Option Election page.

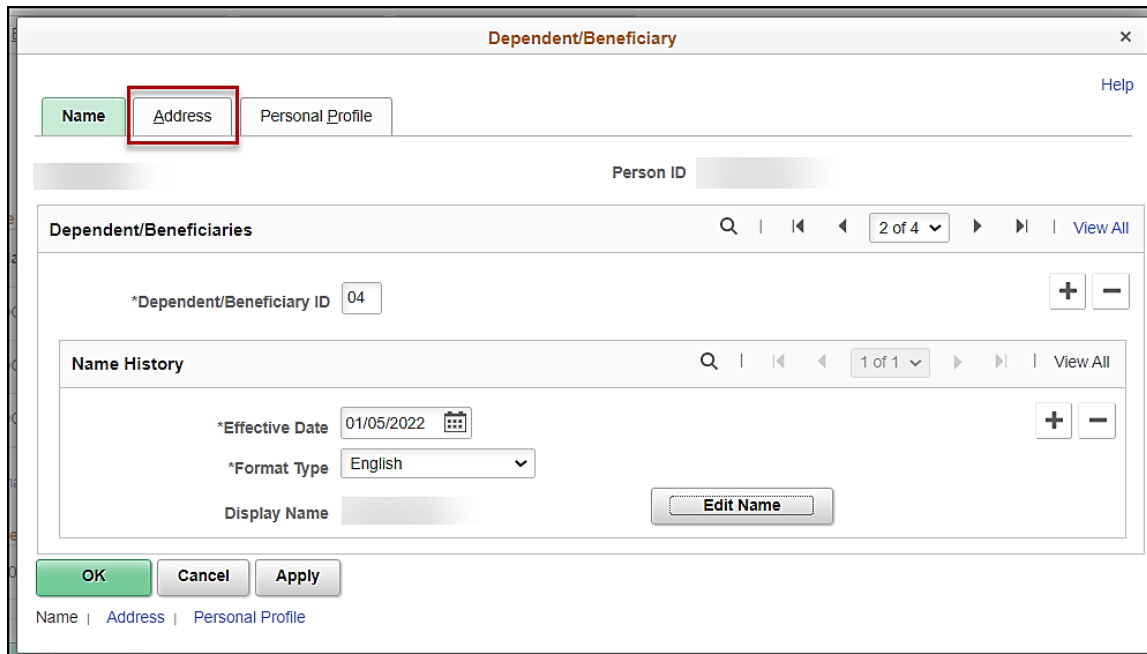
26. Click the **Edit Name** button.

The **Name** page displays in a pop-up window.



27. Enter/Verify the dependent's **First Name** and **Last Name**. All other fields on this page are optional.
28. Click the **OK** button.

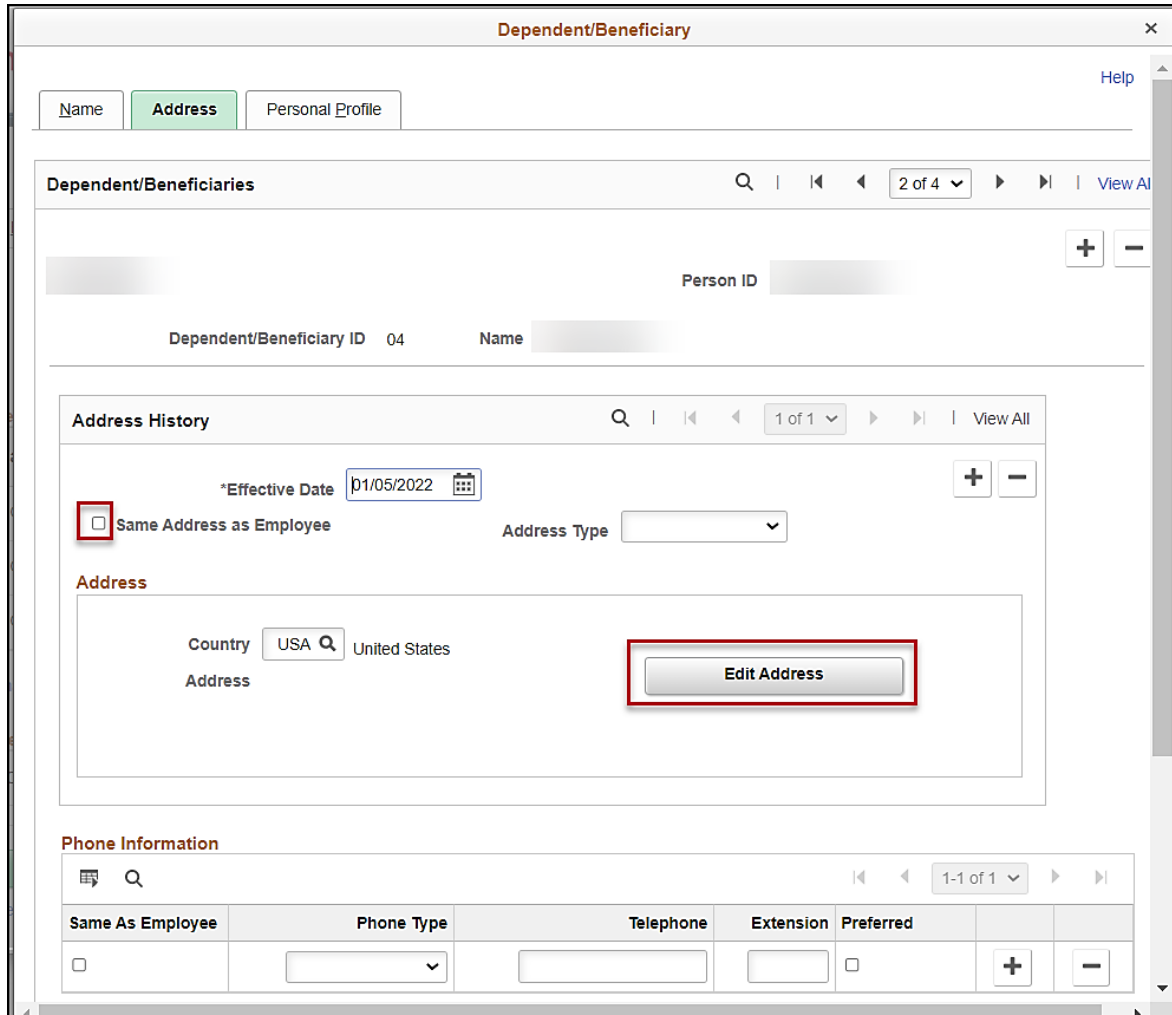
The **Dependent** page returns.



**Note:** The dependent's name will now show next to the **Display Name** field.

29. Click the **Address** tab to update/verify the dependent's address.

The **Address** tab displays.



**Dependent/Beneficiary**

Help

Name Address Personal Profile

Dependent/Beneficiaries 2 of 4 View All

Person ID

Dependent/Beneficiary ID 04 Name

**Address History** 1 of 1 View All

\*Effective Date 01/05/2022

☐ Same Address as Employee Address Type

**Address**

Country USA United States

Address

Edit Address

**Phone Information** 1-1 of 1

Same As Employee	Phone Type	Telephone	Extension	Preferred
<input type="checkbox"/>				<input type="checkbox"/>

30. Click the check box for **Same Address as Employee** as appropriate, and the address will auto-populate.

If the dependent does not have the same address, click the **Edit Address** button to enter the address details.

**Note:** To hide the dependent's email address from the employee, contact OHB and request the privacy flag to be set.

**Note:** If the Agency BA receives a **Phone Number** and/or **Email Address** for the dependent, this is the page used to enter that information. For this example, there is no information for Phone or Email. These fields are not required.

The page refreshes and the address displays.

Dependent/Beneficiary

Name

Address

Personal Profile

Dependent/Beneficiaries

2 of 4

View A

Person ID

Dependent/Beneficiary ID 04

Name

Address History

1 of 1

View All

\*Effective Date 01/05/2022

Same Address as Employee

Address Type

Address

Country USA United States

Address 100 Main St Roanoke, VA 24001

Edit Address

Phone Information

1-1 of 1

View All

Same As Employee	Phone Type	Telephone	Extension	Preferred		
<input type="checkbox"/>				<input type="checkbox"/>	+	-

Email

1-1 of 1

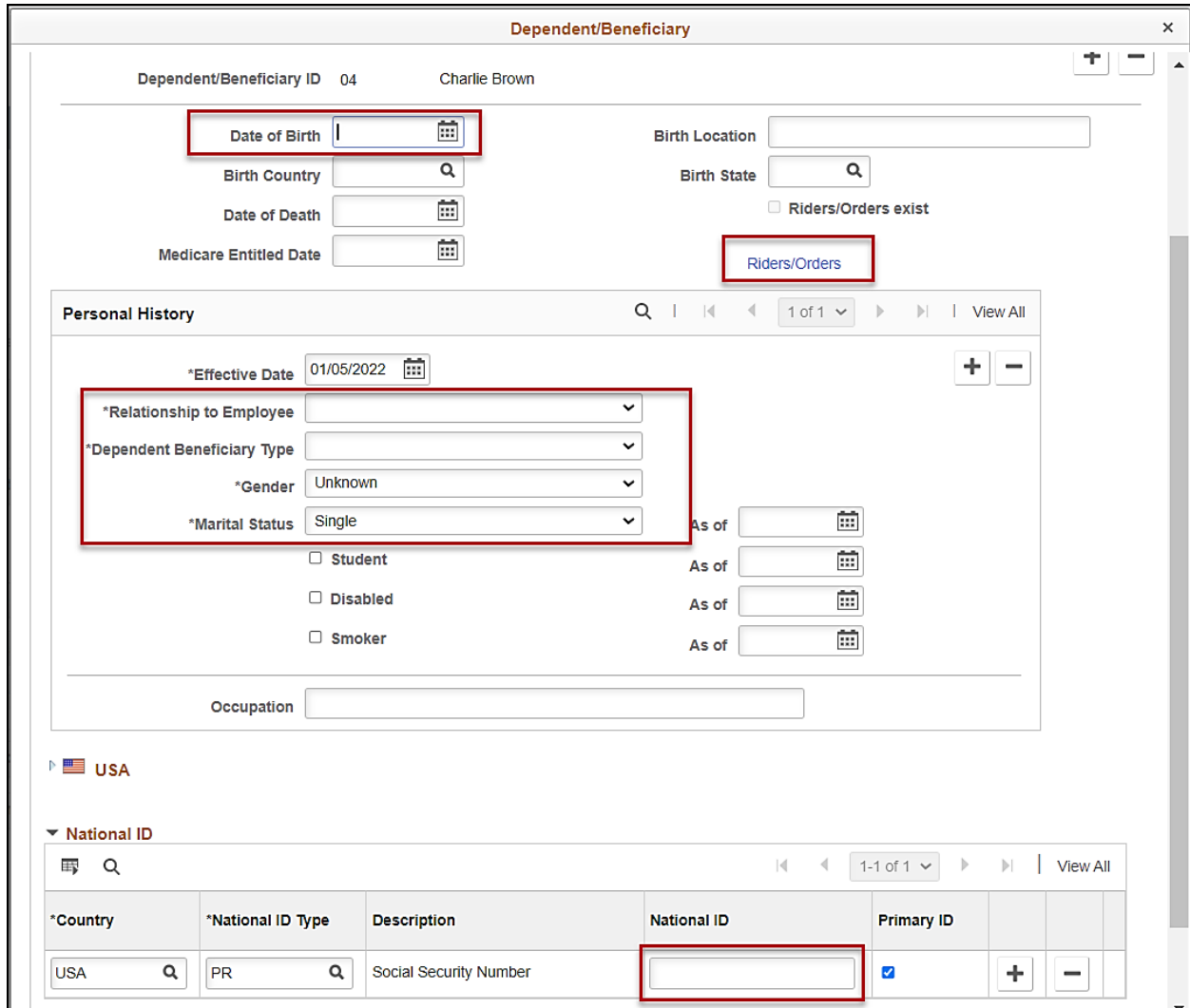
View All

Email Type	Email Address

31. Click the **Personal Profile** tab.



The **Personal Profile** page displays.



**Dependent/Beneficiary**

Dependent/Beneficiary ID 04 Charlie Brown

Date of Birth  Birth Country  Birth Location  Birth State

Date of Death  Medicare Entitled Date  ☐ Riders/Orders exist [Riders/Orders](#)

**Personal History**

\*Effective Date 01/05/2022

\*Relationship to Employee  \*Dependent Beneficiary Type  \*Gender Unknown \*Marital Status Single

☐ Student ☐ Disabled ☐ Smoker

As of  As of  As of  As of

Occupation

**USA**

**National ID**

*Country	*National ID Type	Description	National ID	Primary ID
USA	PR	Social Security Number	<input type="text"/>	<input checked="" type="checkbox"/>

32. Enter the **Date of Birth** for the dependent.
33. Select the appropriate relationship from the **Relationship to Employee** dropdown menu.
34. Select **Approved Dependent** from the **Dependent Beneficiary Type** dropdown menu.
35. Select the appropriate **Gender** from the dropdown menu.

Select the appropriate **Marital Status** from the dropdown menu.

**Note:** If any additional information was provided by the employee for the dependent, enter it on this page. The Student and Smoker checkboxes are not used on this page.

36. Enter the **National ID** for the dependent.

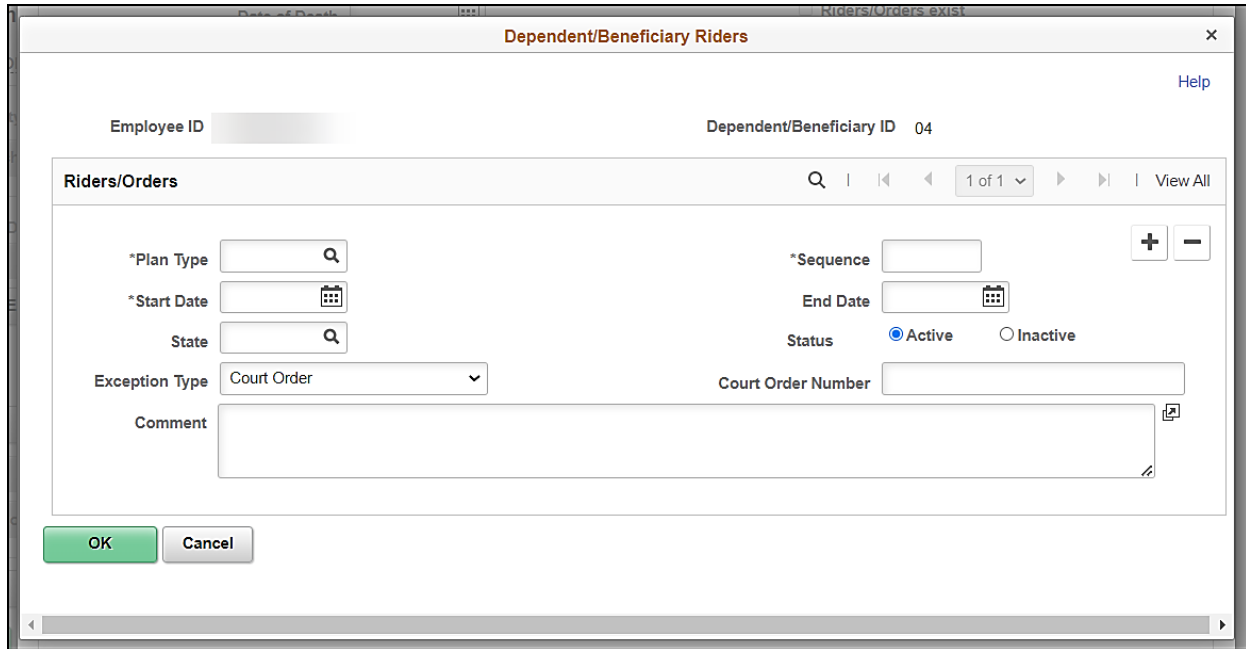
**Note:** If the employee has not provided a dependent's SSN, the Agency BA should leave the field blank. However, when the SSN becomes available, the employee or Agency BA should enter it as soon as possible. Dependent SSNs are necessary for accurate ACA reporting. As they do today,

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agencies should make at least three attempts at obtaining the dependents SSN. Agencies can use the **Base Benefits Consistency Audit** to monitor dependents missing an SSN.

37. Click the **Riders/Order** link.

The **Riders/Order** page displays in a pop-up window.



38. Select **Plan Type** 10 from the dropdown menu.

39. Enter the **Start Date** and **End Date**.

40. Enter 1 in the **Sequence** field.

41. Confirm the **Exception Type** is Court Order.

42. Enter the **Court Order Number**.

43. Enter a **Comment** for documentation. Comments should include the following:

- a. Date court order was received
- b. Name of BA making the update
- c. Name, address and phone number of the issuing entity/agency

44. Click the **OK** button.

The **Dependent** page displays with the Riders/Orders exist checkbox checked.

Dependent/Beneficiary ID 04

Date of Birth01/05/2018

Birth Country

Date of Death

Medicare Entitled Date

Birth Location

Birth State

☒ Riders/Orders exist

Riders/Orders

Personal History

\*Effective Date01/05/2022

\*Relationship to EmployeeChild

\*Dependent Beneficiary TypeApproved Dependent

\*GenderMale

\*Marital StatusSingle

☐ Student

☐ Disabled

☐ Smoker

As of

As of

As of

As of

Occupation

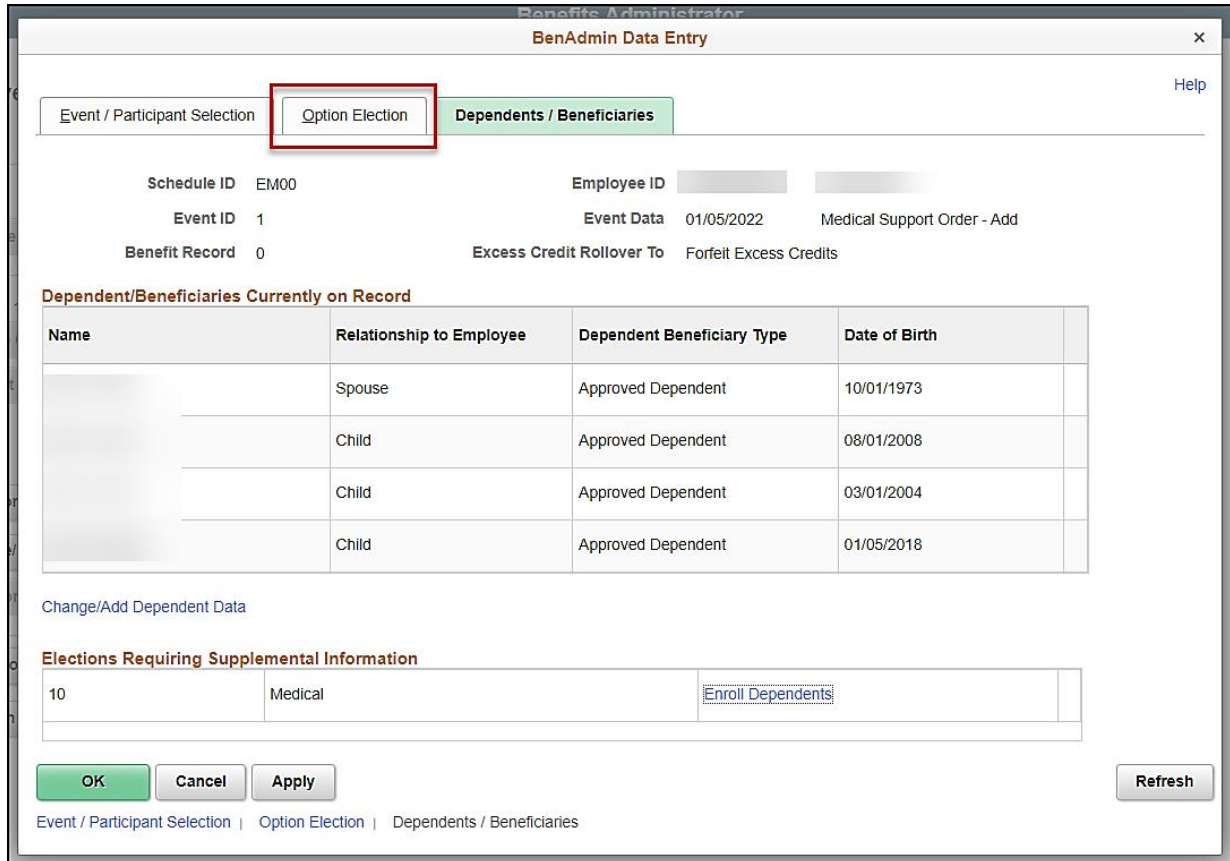
USA

National ID

*Country	*National ID Type	Description	National ID	Primary ID		
USA	PR	Social Security Number		<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

45. Click the **OK** button.

The **BenAdmin Data Entry** page displays.



**BenAdmin Data Entry**

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Schedule ID EM00 Employee ID

Event ID 1 Event Data 01/05/2022 Medical Support Order - Add

Benefit Record 0 Excess Credit Rollover To Forfeit Excess Credits

**Dependent/Beneficiaries Currently on Record**

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
	Spouse	Approved Dependent	10/01/1973
	Child	Approved Dependent	08/01/2008
	Child	Approved Dependent	03/01/2004
	Child	Approved Dependent	01/05/2018

[Change/Add Dependent Data](#)

**Elections Requiring Supplemental Information**

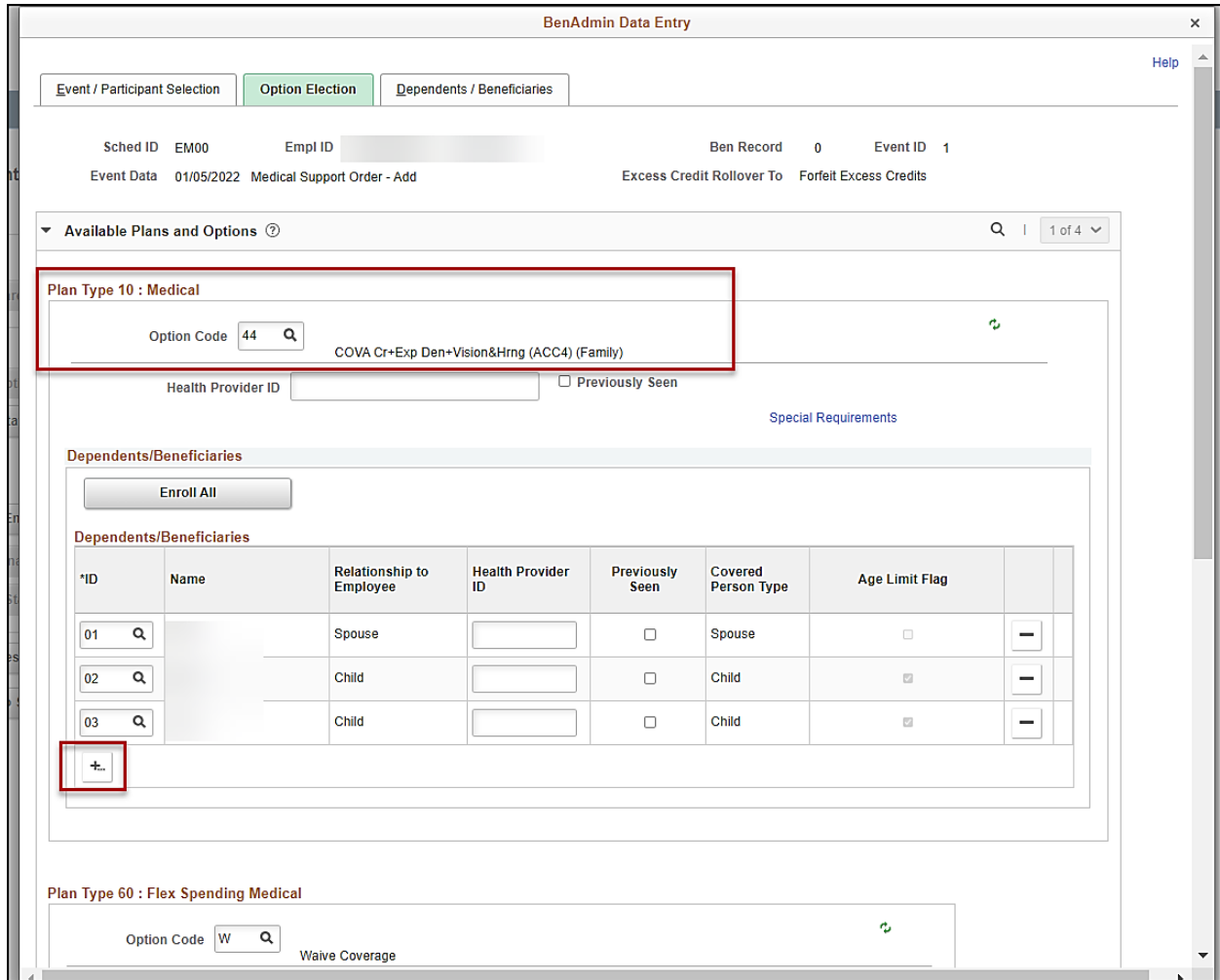
10	Medical	<a href="#">Enroll Dependents</a>
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OK Cancel Apply Refresh

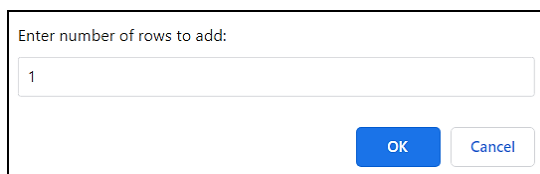
Event / Participant Selection | Option Election | Dependents / Beneficiaries

46. Click the **Option Election** tab.

The **BenAdmin Data Entry** page displays.



47. Review **Plan Type 10: Medical** and confirm the plan meets the requirements of the QMCSO, update the plan as appropriate.
48. Click the Add a Row icon to add the dependent. If the dependent is already listed, skip to Step 54. A message displays in a pop-up window.











49. Click the **OK** button.


The new row displays.

Dependents/Beneficiaries

Enroll All

Dependents/Beneficiaries

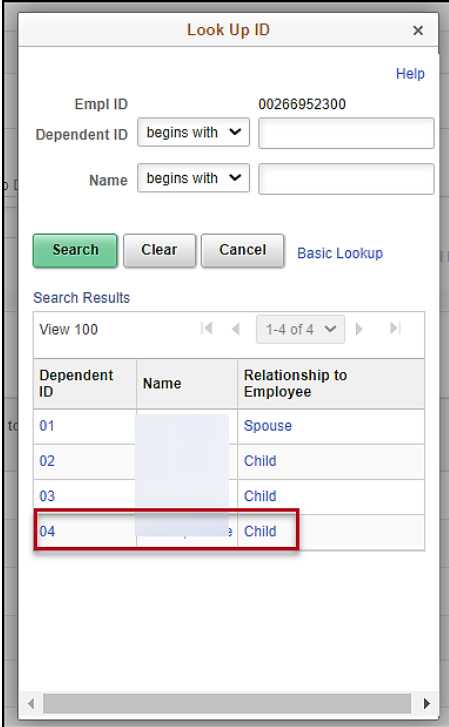
*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01 		Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	
02 		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	
03 		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	
			<input type="text"/>	<input type="checkbox"/>		<input type="checkbox"/>	



50. Click the Look up icon to add the dependent.

**Note:** To add dependents to **Plan Type 10: Medical** Family coverage you can either click on **Enroll All** or add them one by one individually. For this scenario, we will show how to add the dependent individually.

The **Look Up ID** page displays in a pop-up window.



**Look Up ID** x

[Help](#)

Empl ID 00266952300

Dependent ID begins with

Name begins with

**Search** Clear Cancel [Basic Lookup](#)

**Search Results**

View 100 1-4 of 4

Dependent ID	Name	Relationship to Employee
01		Spouse
02		Child
03		Child
04		Child

51. Click on the **Dependent ID**.



The Dependents display.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID EM00    Empl ID 00266952300    JOHN DOE    Ben Record 0    Event ID 1

Event Data 01/05/2022 Medical Support Order - Add    Excess Credit Rollover To    Forfeit Excess Credits

Available Plans and Options ?

Plan Type 10 : Medical

Option Code 44    COVA Cr+Exp Den+Vision&Hrng (ACC4) (Family)

Health Provider ID    ☐ Previously Seen

[Special Requirements](#)

Enroll All

Dependents/Beneficiaries

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01		Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	-
02		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-
03		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-
04		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	-

Plan Type 60 : Flex Spending Medical

52. Confirm all dependents that should be enrolled are listed under the **Dependents/Beneficiaries** section.

53. Review all other **Plan Types** and make any necessary updates.

**Note:** The Plan Types available on the **Option Election** page are determined by the employee's benefit eligibility. Cardinal has embedded configurations based on the Commonwealth's program rules.



BenAdmin Data Entry

Plan Type 60 : Flex Spending Medical

Option Code

Waive Coverage

Annual Pledge

Employee Contribution Override

► Contribution Worksheet

[Special Requirements](#)

Plan Type 61 : Flex Spending Dependent Care

Option Code

Waive Coverage

Annual Pledge

Employee Contribution Override

► Contribution Worksheet

[Special Requirements](#)

Plan Type AZ : Flex Spending Admin Fee

Option Code

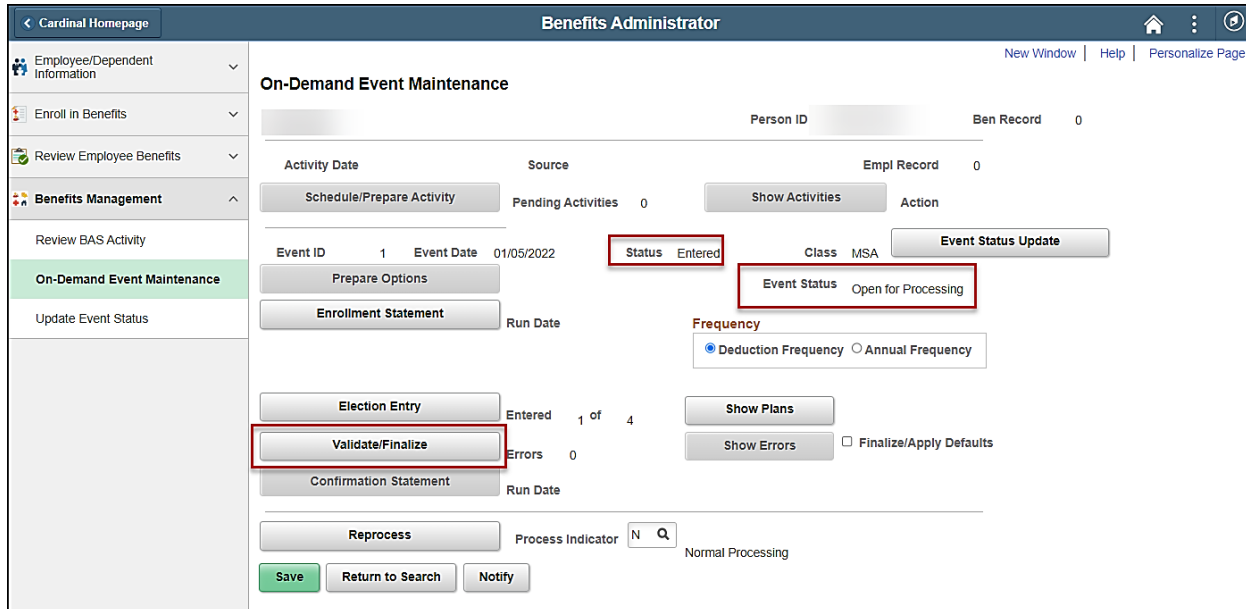
Waive Coverage

[Special Requirements](#)

Event / Participant Selection | Option Election | Dependents / Beneficiaries

54. Click the **OK** button at the bottom of the page.

The **On-Demand Event Maintenance** page returns.



**Cardinal Benefits Administrator**

**On-Demand Event Maintenance**

Person ID: [Redacted] Ben Record: 0

Activity Date: [Redacted] Source: [Redacted] Empl Record: 0

Pending Activities: 0

Event ID: 1 Event Date: 01/05/2022 Status: **Entered** Class: MSA

Event Status: **Open for Processing**

Frequency: ☒ Deduction Frequency ☐ Annual Frequency

Election Entry: Entered 1 of 4

**Validate/Finalize** Errors: 0

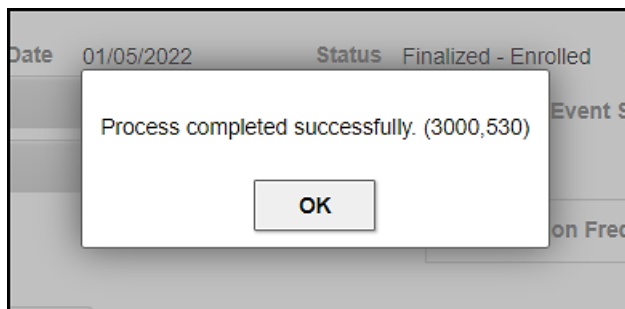
Confirmation Statement Run Date: [Redacted]

Reprocess Process Indicator: N Normal Processing

Save Return to Search Notify

55. Confirm the **Status** is “Entered”, and the **Event Status** is “Open for Processing”.
56. Click the **Validate/Finalize** button to execute the programming process to validate elections, close the event, and update the Base Benefits Tables.

A confirmation message displays in a pop-up window.



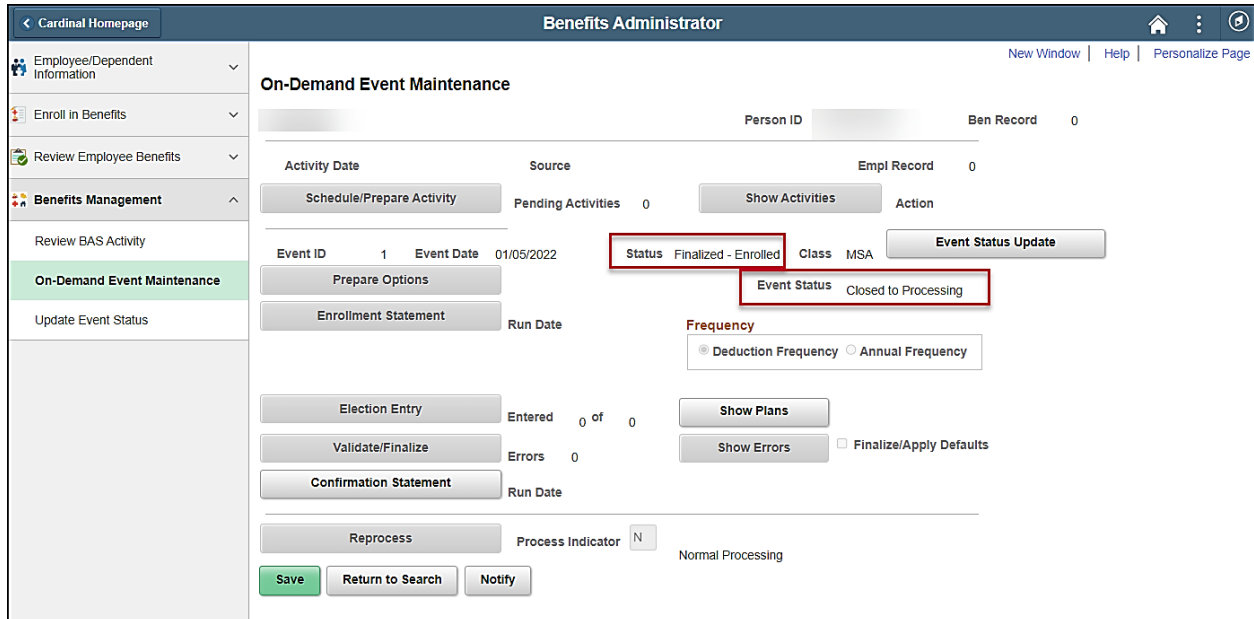
Date: 01/05/2022 Status: Finalized - Enrolled

Process completed successfully. (3000,530)

OK

57. Click the **OK** button.

The **On-Demand Event Maintenance** page displays.



The screenshot shows the 'On-Demand Event Maintenance' page in the 'Benefits Administrator' interface. The left sidebar contains a menu with options like 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management', 'Review BAS Activity', 'On-Demand Event Maintenance' (highlighted), and 'Update Event Status'. The main content area displays the following information:

- Person ID**: [Blank] **Ben Record**: 0
- Activity Date**: [Blank] **Source**: [Blank] **Empl Record**: 0
- Schedule/Prepare Activity**: Pending Activities 0 **Show Activities**: Action
- Event ID**: 1 **Event Date**: 01/05/2022 **Status**: Finalized - Enrolled **Class**: MSA **Event Status Update**
- Event Status**: Closed to Processing
- Frequency**: ☒ Deduction Frequency ☐ Annual Frequency
- Election Entry**: Entered 0 of 0 **Show Plans**
- Validate/Finalize**: Errors 0 **Show Errors** ☐ Finalize/Apply Defaults
- Confirmation Statement**: Run Date
- Reprocess**: Process Indicator N Normal Processing
- Save** **Return to Search** **Notify**

58. Confirm the **Status** is "Finalized – Enrolled" and the **Event Status** is "Closed to Processing".

## Removing a QMCSO

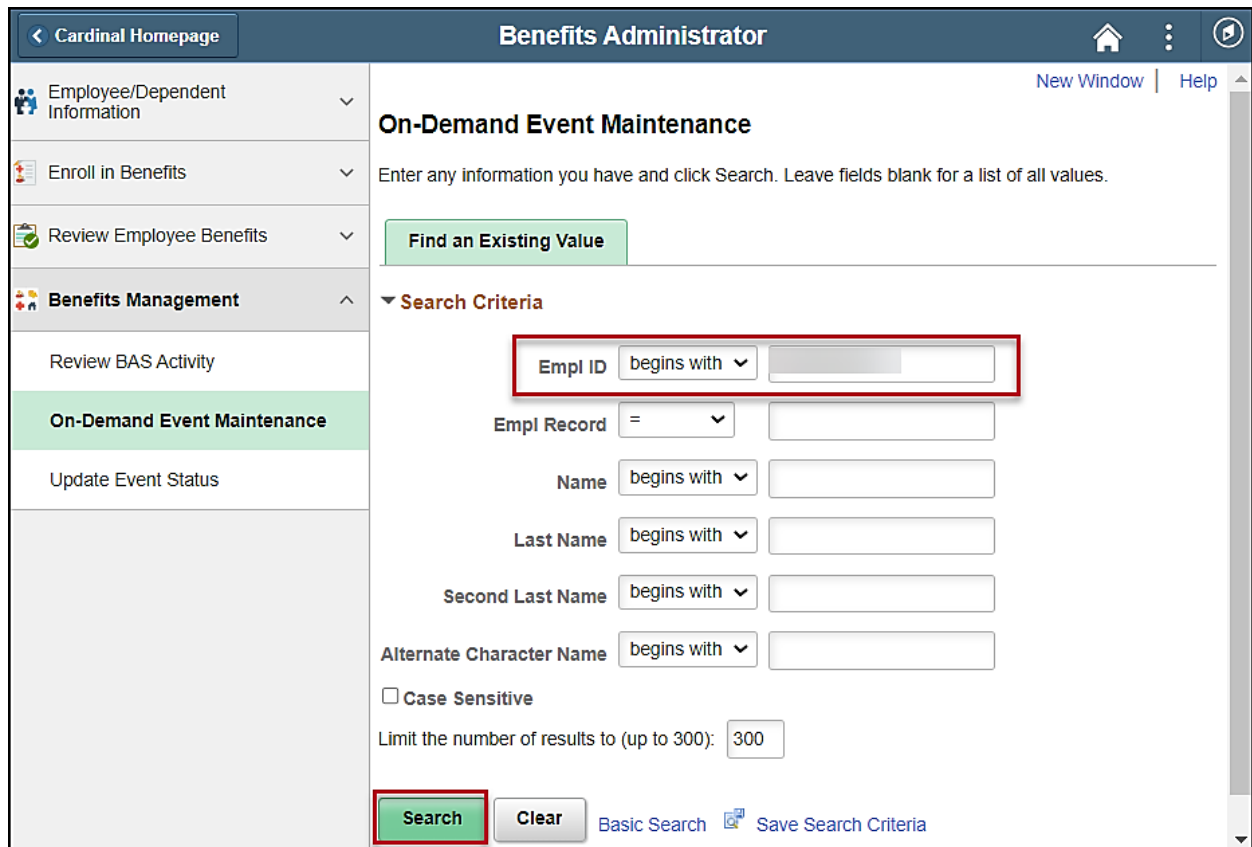
The QMCSO release order is sent by the court to the Agency outside of Cardinal when the subscriber is no longer required to cover a particular dependent. Prior to entering a release of a QMCSO, the Benefits Administrator (BA) must first review the release order to determine if it meets the necessary legal requirements. Questions regarding the validity of court orders should be directed to the Office of Health Benefits (OHB). Also, prior to removing the dependents, the BA also must inform the employee of any enrollment changes.

**Note:** Updating the enrollment due to a court order release is a two-step process where you are updating the Order/Rider page and then removing the dependent from the medical coverage.

59. Getting Started: Complete Steps 1-5 of this Job Aid.
60. Create the Manual Event: Complete Steps 6-11 of this Job Aid.
61. Navigate to the **On-Demand Event Maintenance** page using the following path:

**Cardinal Homepage > Benefits Administrator tile > Benefits Management > On-Demand Event Maintenance**

The **On-Demand Event Maintenance** Search Criteria page displays.



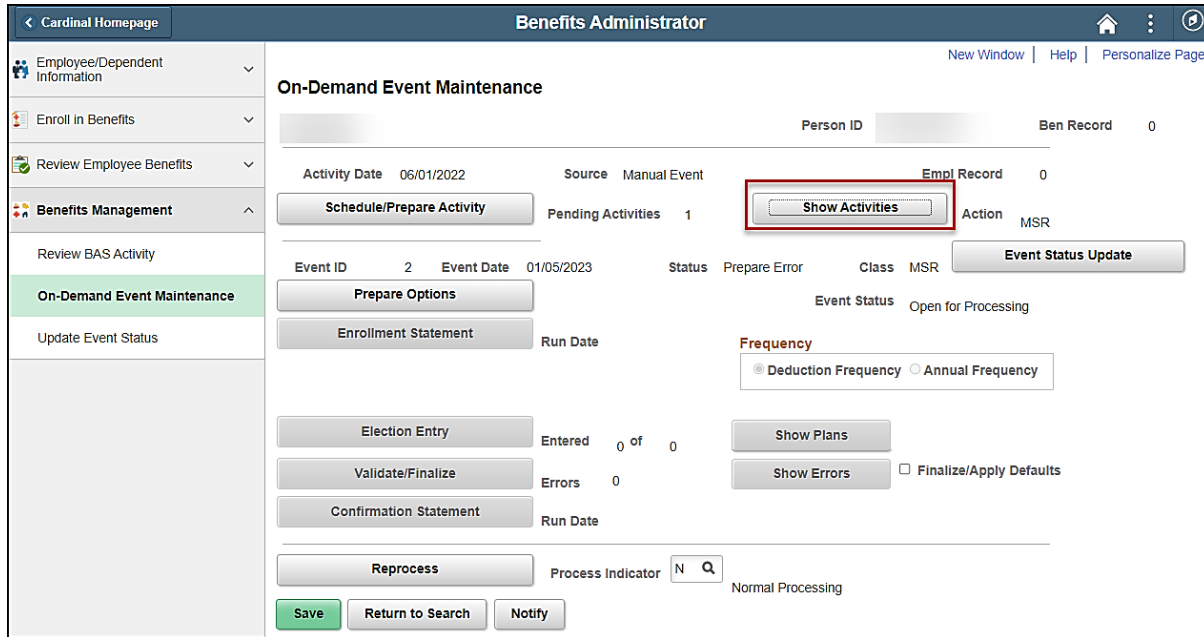
The screenshot shows the 'On-Demand Event Maintenance' page in the 'Benefits Administrator' interface. The left sidebar contains navigation links: 'Employee/Dependent Information', 'Enroll in Benefits', 'Review Employee Benefits', 'Benefits Management' (expanded), 'Review BAS Activity', 'On-Demand Event Maintenance' (highlighted), and 'Update Event Status'. The main content area is titled 'On-Demand Event Maintenance' and includes a 'Find an Existing Value' button. Below this is the 'Search Criteria' section with the following fields:

- Empl ID**: begins with [text input]
- Empl Record**: = [dropdown]
- Name**: begins with [text input]
- Last Name**: begins with [text input]
- Second Last Name**: begins with [text input]
- Alternate Character Name**: begins with [text input]
- ☐ **Case Sensitive**
- Limit the number of results to (up to 300): [300]

At the bottom, there is a **Search** button (highlighted with a red box), a **Clear** button, and links for 'Basic Search' and 'Save Search Criteria'.

62. Enter the employee's **Empl ID**.
63. Click the **Search** button.

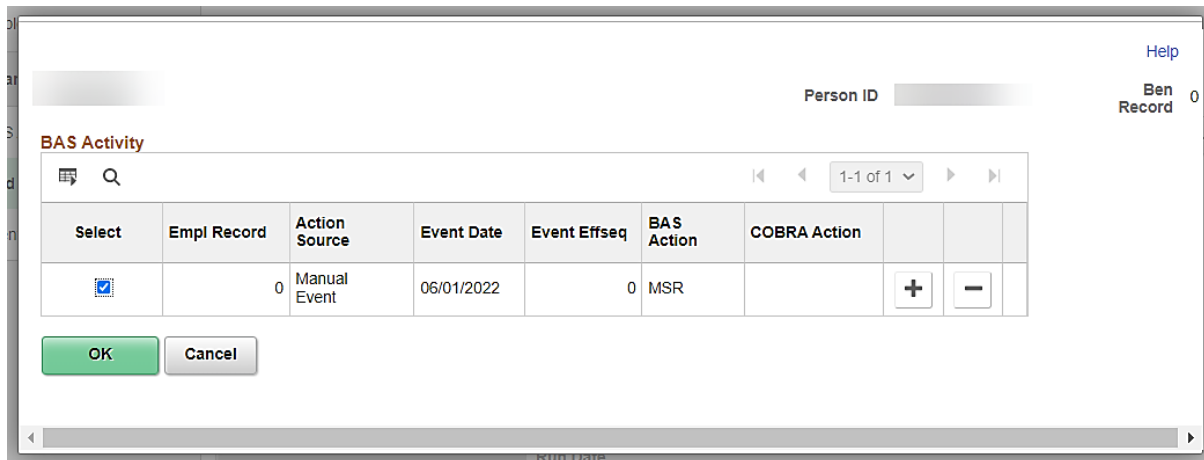
The **On-Demand Event Maintenance** page displays.



**Note:** If there is a delay between creating the event on the Review BAS Activity page and navigating to the On-Demand Event Maintenance page, the Benefits Administration process may have run, which would schedule the activity for you. In this case, skip to Step 69.

64. Click the **Show Activities** button.

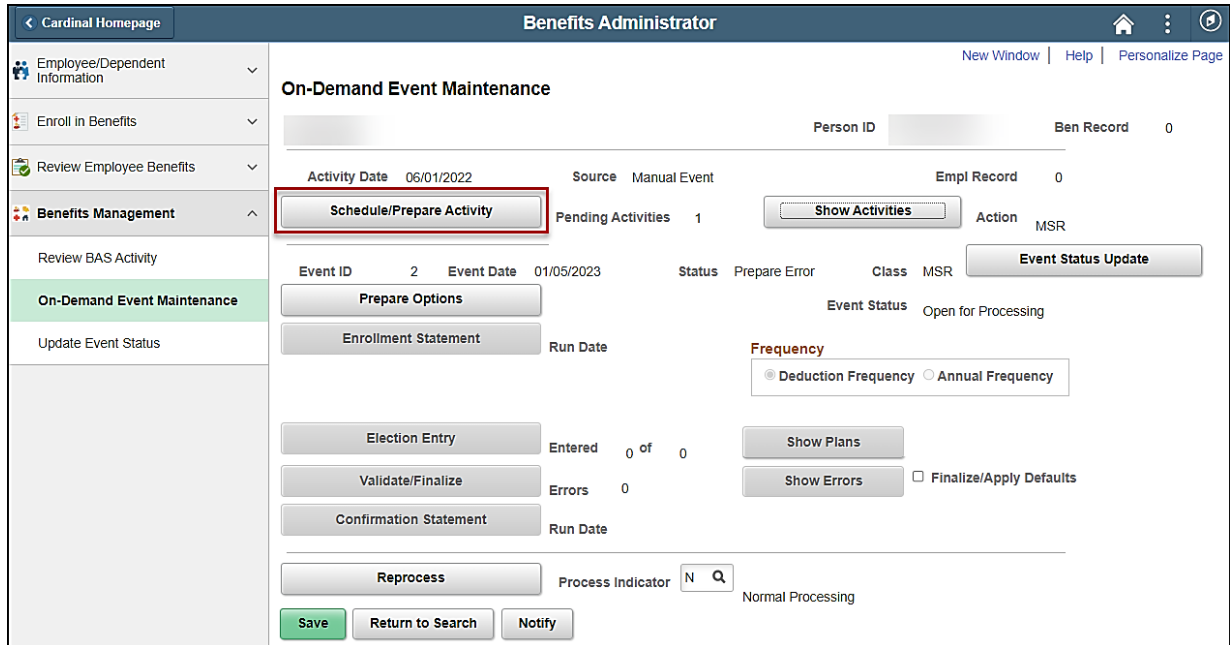
The **BAS Activity** table displays in a pop-up window.



65. Confirm the MSR Manual Event is selected

66. Click the **OK** button.

The **On-Demand Event Maintenance** page returns.

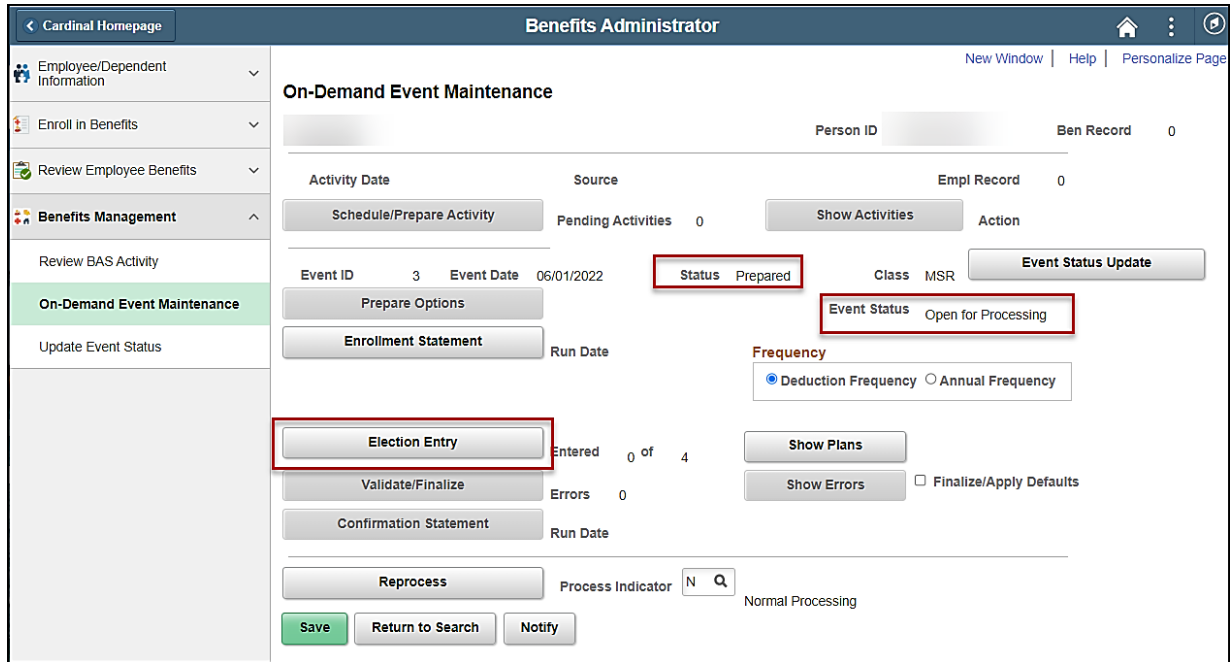


67. Click the **Schedule/Prepare Activity** button to initiate the automated process that schedules and prepares the pending activity and opens election entry for the event.

The page refreshes and saves. A process complete message displays in a pop-up window.

68. Click the **OK** button.

The **On-Demand Event Maintenance** page returns.



**Cardinal Homepage** **Benefits Administrator** [New Window](#) [Help](#) [Personalize Page](#)

**On-Demand Event Maintenance**

Person ID  Ben Record 0

Activity Date  Source  Empl Record 0

Pending Activities 0  Action

Event ID 3 Event Date 06/01/2022 **Status Prepared** Class MSR

**Event Status Open for Processing**

Run Date

☒ Deduction Frequency ☐ Annual Frequency

Entered 0 of 4

Errors 0  ☐ Finalize/Apply Defaults

Run Date

Process Indicator N

69. Confirm the **Status** is “Prepared” and the **Event Status** is “Open for Processing”.
70. Click on the **Election Entry** button to open the Benefit Administration Election pages.



The **BenAdmin Data Entry** page displays.

BenAdmin Data Entry

Event / Participant Selection | **Option Election** | **Dependents / Beneficiaries**

Sched ID EM00 Empl ID Ben Record 0 Event ID 3

Event Data 06/01/2022 Medical Support Order - Remove Excess Credit Rollover To Forfeit Excess Credits

Available Plans and Options ? 1 of 4

Plan Type 10 : Medical

Option Code 44 COVA Cr+Exp Den+Vision&Hmg (ACC4) (Family)

Health Provider ID  ☐ Previously Seen

[Special Requirements](#)

Dependents/Beneficiaries

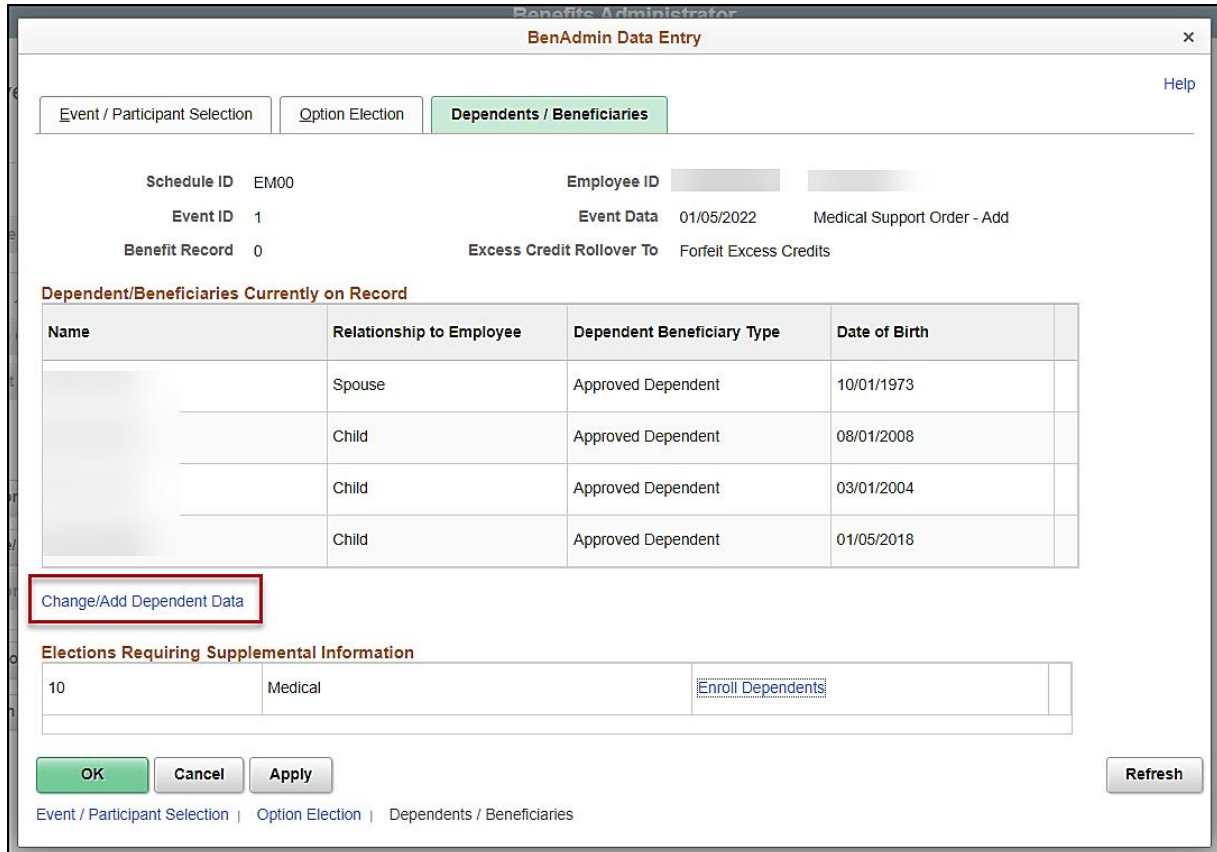
Enroll All

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag
01		Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>
02		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>
03		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>
04		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>

71. Click the **Dependents** tab.



The **BenAdmin Data Entry** page displays.



The screenshot shows the 'BenAdmin Data Entry' window with the 'Dependents / Beneficiaries' tab selected. The page displays various fields for employee and dependent information, a table of current dependents, and a section for elections requiring supplemental information.

**Event / Participant Selection** | **Option Election** | **Dependents / Beneficiaries**

Schedule ID: EM00      Employee ID: [Redacted]

Event ID: 1      Event Data: 01/05/2022      Medical Support Order - Add

Benefit Record: 0      Excess Credit Rollover To: Forfeit Excess Credits

**Dependent/Beneficiaries Currently on Record**

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
[Redacted]	Spouse	Approved Dependent	10/01/1973
[Redacted]	Child	Approved Dependent	08/01/2008
[Redacted]	Child	Approved Dependent	03/01/2004
[Redacted]	Child	Approved Dependent	01/05/2018

[Change/Add Dependent Data](#)

**Elections Requiring Supplemental Information**

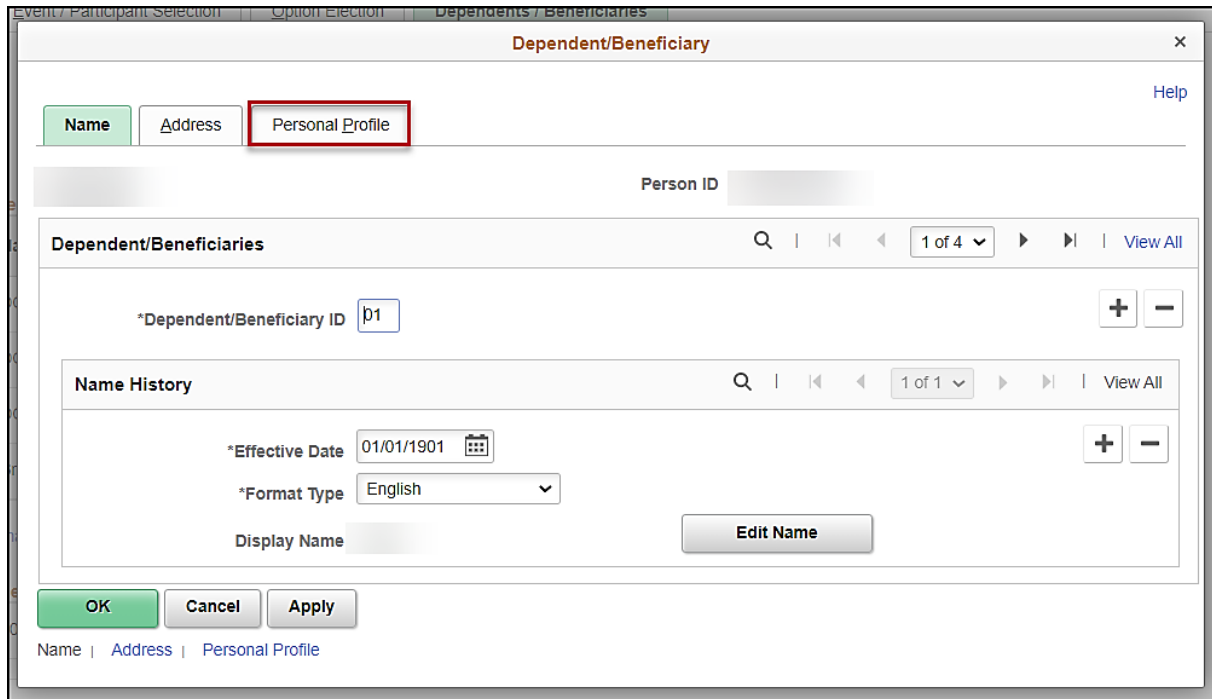
10	Medical	<a href="#">Enroll Dependents</a>
----	---------	-----------------------------------

OK Cancel Apply Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

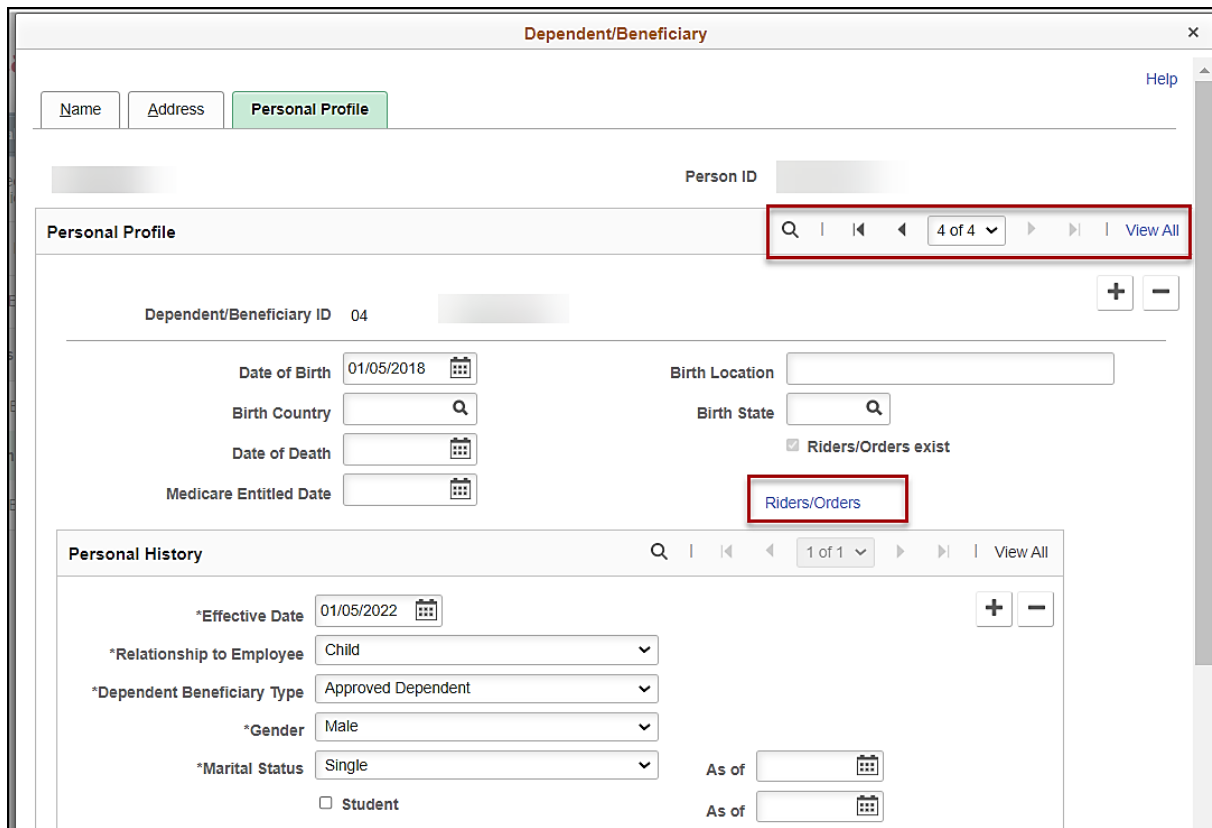
72. Click the **Change/Add Dependent Data** link.

The **Dependent** page displays in a pop-up window.



73. Click the **Personal Profile** tab.

74. The **Personal Profile** page displays.

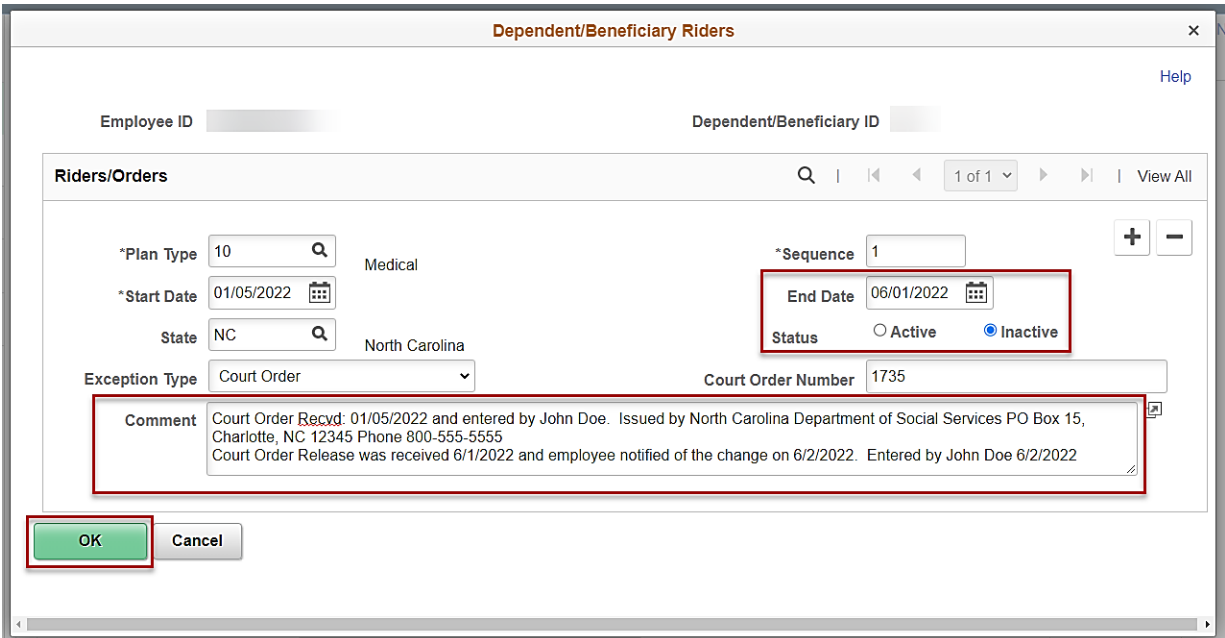


**BN361 QMCSO Administration**

75. Navigate to the dependent referenced in the court order using the arrows or the **View All** link.

76. Click the **Riders/Order** link.

The **Riders/Order** page displays in a pop-up window.



**Dependent/Beneficiary Riders**

Employee ID  Dependent/Beneficiary ID

**Riders/Orders**  |  |

\*Plan Type  Medical

\*Start Date  State  North Carolina

\*Sequence  End Date

Status ☐ Active ☒ Inactive

Exception Type  Court Order Number

Comment   
 Court Order Release was received 6/1/2022 and employee notified of the change on 6/2/2022. Entered by John Doe 6/2/2022

77. Update the **End Date** according to the court order received.

78. Update the existing **Comment** for documentation include:

- Date of Receipt of Release
- Date employee was notified
- Name of BA who updated the event

79. Select the **Inactive** radio button.

80. Click the **OK** button.

The **Dependent** page displays with the **Riders/Orders exist** checkbox is now unchecked.

Dependent/Beneficiary

Name

Address

Personal Profile

Person ID

Personal Profile

Dependent/Beneficiary ID

04

Date of Birth

01/05/2018

Birth Country

Date of Death

Medicare Entitled Date

Birth Location

Birth State

☐ Riders/Orders exist

[Riders/Orders](#)

Personal History

\*Effective Date

01/05/2022

\*Relationship to Employee

Child

\*Dependent Beneficiary Type

Approved Dependent

\*Gender

Male

\*Marital Status

Single

☐ Student

As of

☐ Disabled

As of

☐ Smoker

As of

Occupation

81. Click the **OK** button at the bottom of the page.

The **BenAdmin Data Entry** page displays.

**BenAdmin Data Entry**
x

Event / Participant Selection
Option Election
Dependents / Beneficiaries
Help

Schedule ID EM00

Event ID 3

Benefit Record 0

Employee ID

Event Data 06/01/2022 Medical Support Order - Remove

Excess Credit Rollover To Forfeit Excess Credits

**Dependent/Beneficiaries Currently on Record**

Name	Relationship to Employee	Dependent Beneficiary Type	Date of Birth
	Spouse	Approved Dependent	10/01/1973
	Child	Approved Dependent	08/01/2008
	Child	Approved Dependent	03/01/2004
	Child	Approved Dependent	01/05/2018

[Change/Add Dependent Data](#)

**Elections Requiring Supplemental Information**

10	Medical	<a href="#">Enroll Dependents</a>
----	---------	-----------------------------------

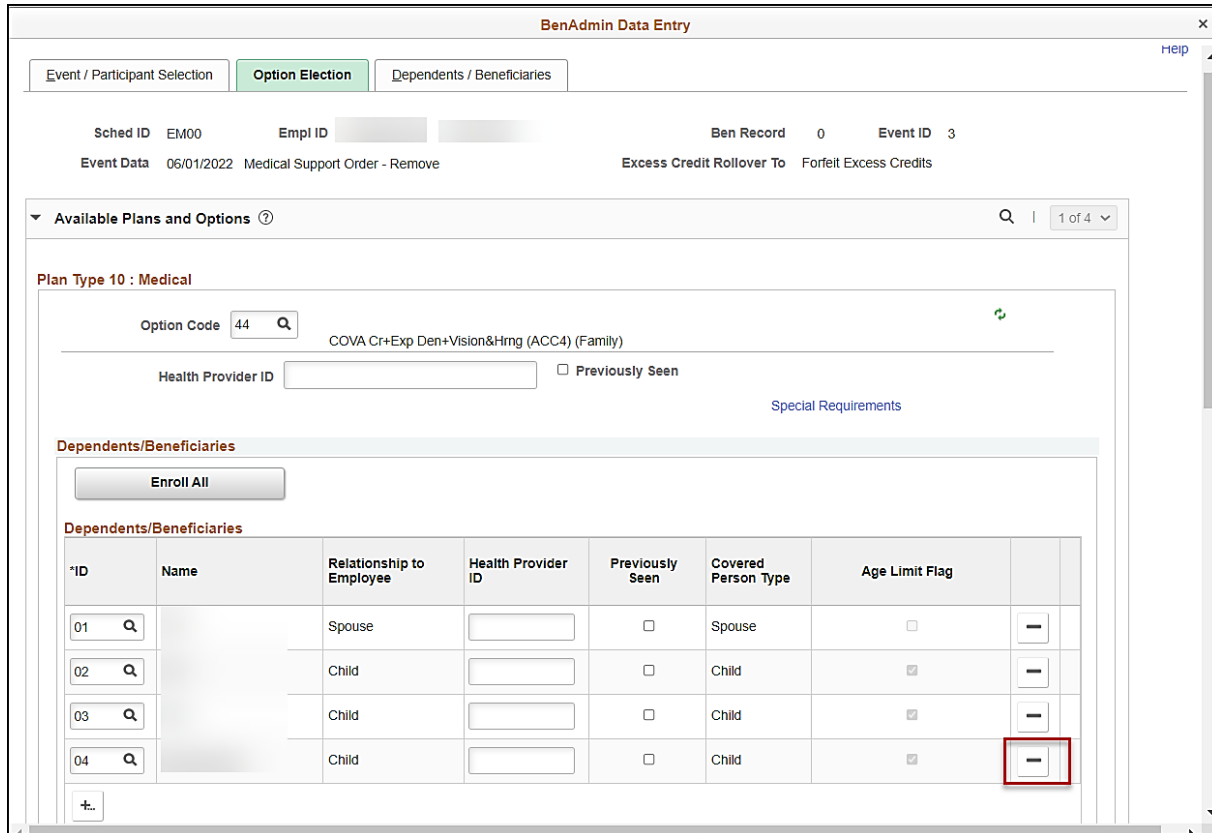
OK
Cancel
Apply

Refresh

Event / Participant Selection | Option Election | Dependents / Beneficiaries

82. Click the **Option Election** tab.

The **BenAdmin Data Entry** page displays.



**BenAdmin Data Entry**

Event / Participant Selection | **Option Election** | Dependents / Beneficiaries

Sched ID: EM00 | Empl ID: | Ben Record: 0 | Event ID: 3

Event Data: 06/01/2022 Medical Support Order - Remove | Excess Credit Rollover To: Forfeit Excess Credits

**Available Plans and Options** ②

Plan Type 10 : Medical

Option Code: 44

COVA Cr+Exp Den+Vision&Hrng (ACC4) (Family)

Health Provider ID:  ☐ Previously Seen

[Special Requirements](#)

**Dependents/Beneficiaries**

*ID	Name	Relationship to Employee	Health Provider ID	Previously Seen	Covered Person Type	Age Limit Flag	
01 <input type="button" value="Q"/>		Spouse	<input type="text"/>	<input type="checkbox"/>	Spouse	<input type="checkbox"/>	<input type="button" value="-"/>
02 <input type="button" value="Q"/>		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
03 <input type="button" value="Q"/>		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
04 <input type="button" value="Q"/>		Child	<input type="text"/>	<input type="checkbox"/>	Child	<input checked="" type="checkbox"/>	<input type="button" value="-"/>

83. Review all **Plan Types** and make any necessary updates.

If, the dependent is being removed from coverage click the **Delete a Row** icon (-).

**Note:** The Plan Types available on the **Option Election** page are determined by the employee's benefit eligibility. Cardinal has embedded configurations based on the Commonwealth's program rules.

BenAdmin Data Entry

Plan Type 60 : Flex Spending Medical

Option Code   [Waive Coverage](#)

Annual Pledge

Employee Contribution Override

► Contribution Worksheet [?](#) [Special Requirements](#)

Plan Type 61 : Flex Spending Dependent Care

Option Code   [Waive Coverage](#)

Annual Pledge

Employee Contribution Override

► Contribution Worksheet [?](#) [Special Requirements](#)

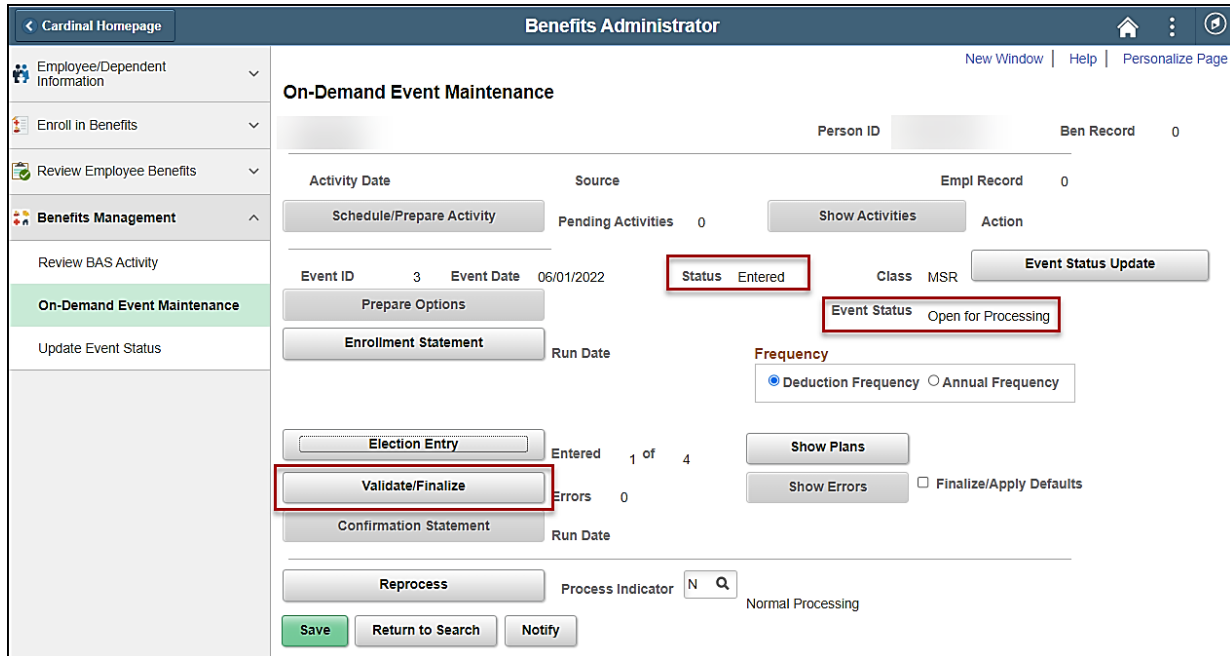
Plan Type AZ : Flex Spending Admin Fee

Option Code   [Waive Coverage](#) [Special Requirements](#)

[Event / Participant Selection](#) | [Option Election](#) | [Dependents / Beneficiaries](#)

84. Click the **OK** button at the bottom of the page.

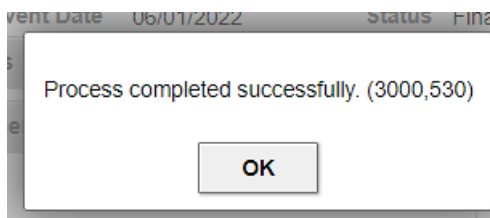
The **On-Demand Event Maintenance** page returns.



85. Confirm the **Status** is “Entered”, and the **Event Status** is “Open for Processing”.

86. Click the **Validate/Finalize** button to execute the programming process to validate elections, close the event, and update the Base Benefits Tables.

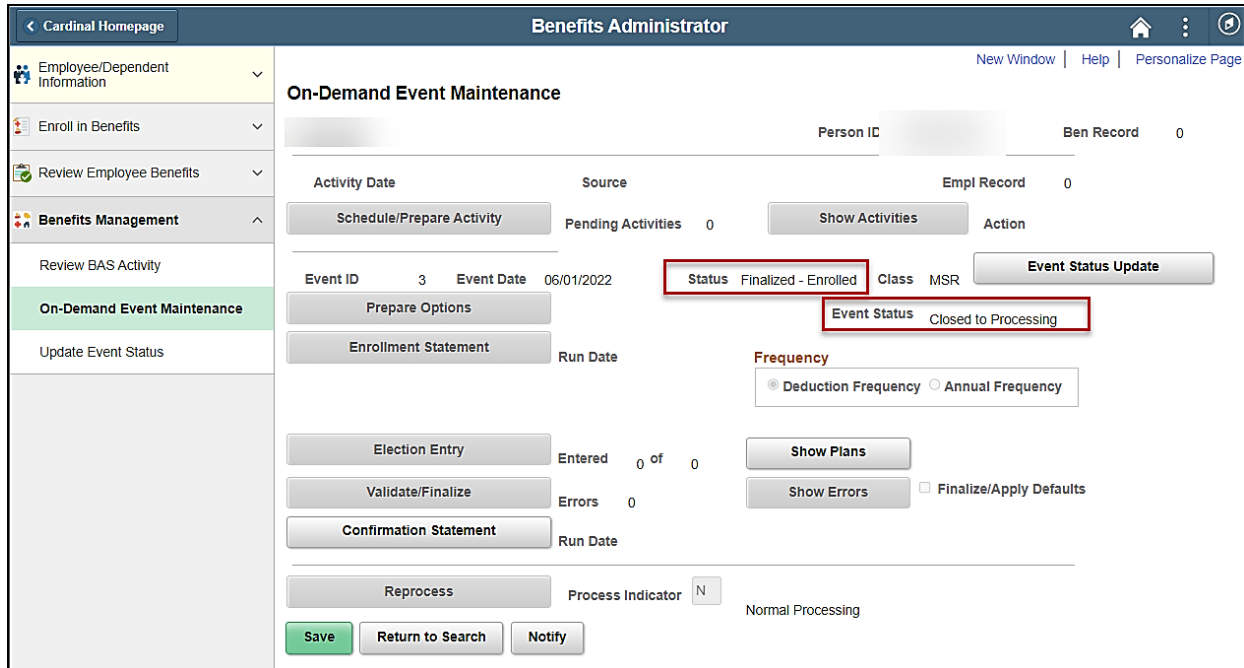
A confirmation message displays in a pop-up window.



87. Click the **OK** button.



The **On-Demand Event Maintenance** page displays.



**Cardinal Benefits Administrator**

Employee/Dependent Information | Enroll in Benefits | Review Employee Benefits | **Benefits Management** | Review BAS Activity | **On-Demand Event Maintenance** | Update Event Status

**On-Demand Event Maintenance**

Person ID: [ ] Ben Record: 0

Activity Date: [ ] Source: [ ] Empl Record: 0

Schedule/Prepare Activity | Pending Activities: 0 | Show Activities | Action

Event ID: 3 | Event Date: 06/01/2022 | Status: Finalized - Enrolled | Class: MSR | Event Status Update

Prepare Options | Enrollment Statement | Run Date: [ ]

Frequency: ☒ Deduction Frequency ☐ Annual Frequency

Election Entry | Entered: 0 of 0 | Show Plans

Validate/Finalize | Errors: 0 | Show Errors | ☐ Finalize/Apply Defaults

Confirmation Statement | Run Date: [ ]

Reprocess | Process Indicator: N | Normal Processing

Save | Return to Search | Notify

88. Confirm the **Status** is “Finalized – Enrolled” and the **Event Status** is “Closed to Processing”.